



## Application to Become a Notetaker

Thank you for considering and applying to be a notetaker for a student with a disability.

Please only apply to be a notetaker if you have received an email from us to your class inviting you to apply.

Before you apply, please ensure you read the following information about notetaking. Taking notes for a student with a disability requires a genuine commitment to the notetaking service. The student relies on your notes to be submitted on time every week so they can study for their course. Please think carefully and be sure you are able to provide notes by the deadlines required throughout the semester.

Notetaking is an important service that Disability Services provide students who have a wide range of disabilities and medical conditions that prevent them from taking their own notes. Your notes are critical in helping these students pass their courses.

### Allocation of notetaker to student

How it works.

- Each semester we compile a list of all the courses the students with disabilities are enrolled in.
- We will send an email to every student in each of those classes inviting them to apply for a notetaking position.
- The first five applications will be reviewed. Preference may be given to students who have been previous notetakers for a student with disabilities at UNSW or another university.
- Previous experience is not essential. First year students are welcome to apply. The first five applicants will be considered.
- Current students applying to be a notetaker must have attained a WAM of 65 or over to be eligible for a notetaking position.
- We will match up potential notetakers with the courses we require.
- For undergraduate notetaker applicants, we will only employ you if you are in the same class as the student with a disability.
- We will contact and advise you if you have been successful and what you have to do to apply.
- Due to the volume of applications, unfortunately we will not be able to get back to you if you are unsuccessful. If you do not hear from us within two weeks, it usually means your application has been unsuccessful.

### Who makes a good notetaker?

Taking notes for someone else is different from taking notes for yourself.

Notetakers need to:

- Take clear, comprehensive notes.
- Pay attention to detail.
- Listen carefully and take extra care to include additional information from the lecturer about exams, reading material etc.

- Be reliable and attend all lectures throughout the teaching session.
- Present notes in a logical and easy to read format.
- Meet strict deadlines and submit the notes via email on time every week.
- Type up the notes (there may be exceptions for some courses that contain mainly mathematical formulae).
- Attend a notetaking training session if you haven't been a notetaker before.
- Adhere to a confidentiality agreement.

## Apply now

When you receive an email from the Notetaker Coordinator, please submit the following notetaker application form. Please note: students who fill out the form incorrectly, will not be considered.

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