

It is a student's responsibility to apply for Access Arrangements and Reasonable Adjustments (AARA) should they require support provisions when undertaking assessment in Years 11 & 12. An AARA application involves the following three-step process:

STEP 1: Gather required documentation (medical report to be completed by a GP, medical specialist or psychologist)

- students who have a current **verified Educational Adjustment Program** lodged with BPSHS's Teaching & Learning Support (TALS) unit - the AARA application will be completed by the school
- in all other cases, responsibility for submitting the required documentation **rests with the student:**
 - if applying for AARA on the basis of a long-term/short-term/temporary condition or illness: require a current **medical report** (*see table over-page for documentation currency requirements*) that states:
 - the illness or condition
 - the date of diagnosis, onset or occurrence; and
 - an explanation of the probable effect of the illness, condition or event on the student's participation in the assessment

A QCAA medical report template is available from the BPSHS Senior Schooling office or from the school website.

- if applying for AARA on the basis of 'misadventure': require **written evidence** from an independent professional or independent third party; e.g. police report, funeral notice



STEP 2: Submit documentation to the BPSHS Senior School Deputy Principal before application date cut-off (*see table over-page for application date cut-offs*)

On submission of documentation, BPSHS staff will:

- negotiate with students and carers appropriate forms of AARA to apply for
- prepare a school statement to accompany the student's application to the QCAA; and
- lodge the student's application through the QCAA Portal



STEP 3: Notify relevant stakeholders of AARA arrangements

On receiving a decision on the application from the QCAA, BPSHS staff will:

- inform students and carers of the outcome of the application
- notify relevant teachers and support staff of AARA provisions to be implemented; and
- quality assure that the approved AARA is being implemented

The outlined process enacts the Access Arrangements and Reasonable Adjustment (AARA) guidelines as stated in the Queensland Curriculum & Assessment Authority (QCAA)'s [*QCE & QCIA Policy and Procedures Handbook*](#)

Should students and carers have any questions in relation to making an AARA application, please contact the BPSHS Senior School Deputy Principal on 3802 6222.

Access Arrangements and Reasonable Adjustments: Examples of grounds for application, examples of possible adjustments and documentation required

Eligibility/Ineligibility category	Examples of <u>possible adjustments</u>	<u>Supporting documentation required from student</u>	<u>Currency of supporting documentation + Cut-off for application</u>	
			Internal assessment <i>(All assessment undertaken at school throughout Year 11 & 12, excluding the external assessment)</i>	External assessment <i>(conducted mid-October - mid-November, Year 12)</i>
Cognitive: Examples only: <ul style="list-style-type: none"> attention deficit disorder attention deficit hyperactivity disorder autism spectrum disorder neurological impairments 	<p><u>For examinations:</u></p> <ul style="list-style-type: none"> use of a computer extra time rest breaks separate supervision/venue assistance / use of scribe ease of access to toilet facilities liquid and bite-sized food medication and water monitoring equipment assistive technology; e.g. amplification system; magnification applications alternative format papers; e.g. increased font size; black & white images <p><u>For non-examination assessment:</u></p> <ul style="list-style-type: none"> time extensions separate venue 	<ul style="list-style-type: none"> Education Adjustment Program (EAP) verification <p style="text-align: center;">or</p> <ul style="list-style-type: none"> medical report <i>(template available at Senior Schooling office or from school website)</i> <p>All applications for AARA made to the Queensland Studies & Assessment Authority (QCAA) need to be accompanied by an additional school statement, which is BPSHS's responsibility to provide</p>	<p>Long term conditions:</p> <ul style="list-style-type: none"> currency: no earlier than 1 January of the year of the student's Year 10 enrolment applications due: end of week 5, Term 3, Year 11 (16 August, 2019) <p>Short-term /temporary conditions: <i>(note: includes mental health conditions such as anxiety & depression)</i></p> <ul style="list-style-type: none"> currency: no earlier than six months prior to the relevant assessment applications due: as soon as possible before the assessment event 	<p>Long term conditions:</p> <ul style="list-style-type: none"> currency: no earlier than 1 January of the year of the student's Year 10 enrolment application due: end of Term 1, Year 12 <p>Short-term/temporary conditions: <i>(note: includes mental health conditions such as anxiety & depression)</i></p> <ul style="list-style-type: none"> currency: no earlier than 1 April of the assessment year. An additional, updated medical report may be required for short-term conditions unlikely to resolve before mid- October, applications due: end of Week 5, Term 3, Year 12
Physical: Examples only: <ul style="list-style-type: none"> diabetes epilepsy arthritis cerebral palsy recurrent illness injury & recent surgery motor coordination disorders (e.g. agraphia/dysgraphia) chronic fatigue syndrome 				
Sensory: Examples only: <ul style="list-style-type: none"> vision impairment hearing impairment speech language disorder 				
Social/Emotional: Examples only: <ul style="list-style-type: none"> anxiety/depression bereavement post-traumatic stress disorder 				
<p><u>Illness & Misadventure</u></p> <p>For illnesses & events which:</p> <ol style="list-style-type: none"> The illness or event is unforeseen and beyond the student's control. An adverse effect must be demonstrated. The situation cannot be of the student's own choosing or that of their parents/carers, such as a family holiday. <p>Schools implement principal-reported AARA when possible, before considering an application for illness and misadventure.</p>	<p><u>For internal assessment:</u></p> <ul style="list-style-type: none"> sit comparable exam time extension <p><u>For external assessment:</u></p> <ul style="list-style-type: none"> no alternative arrangements 	<p><u>For illness:</u></p> <ul style="list-style-type: none"> medical report (template available at Senior Schooling office or from school website) <p><u>For misadventure:</u></p> <ul style="list-style-type: none"> written evidence from independent professional or third party; e.g. police report 	<p><u>For internal assessment:</u></p> <ul style="list-style-type: none"> documentation must cover the date of the assessment for which the application is made & should be submitted as close to the assessment event as possible Where relevant, if submitted after the assessment event, application is to be submitted before confirmation of student work by the QCAA (contact BPSHS Senior Schooling office for precise details) <p><u>For external assessment:</u></p> <ul style="list-style-type: none"> documentation must cover the date of the assessment for which the application is made can be submitted from 14 days before the assessment to 7 days after 	
<p><u>Ineligibility</u></p> <ul style="list-style-type: none"> Sporting representative duties other than national level – all other sporting representative duties see the GO. matters of the student's or parent's/carer's own choosing (e.g. family holiday) unfamiliarity with the English language, teacher absence or change of teachers Matters that the student could have avoided (e.g. misreading an exam timetable, IT issues, non-curriculum based excursions, traineeships, apprenticeships or work experience). 				

