



**Access Arrangements and Reasonable Adjustments (AARA):**

**APPLICATION FORM**

**The AARA must be approved by the Principal and QCAA. Timely submission of this form and accompanying medical report is vital.**

**Completed form and supporting documents must be presented to the HOD Senior Schooling**

<b>Student Name:</b>		<b>Date:</b>	<b>Grade:</b>
<b>SUBJECT/S</b>	<b>ASSESSMENT ITEM/S</b>	<b>TEACHER</b>	<b>HOD</b>
<b>AARA CATEGORY A:</b>	<input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent <input type="checkbox"/> Permanent		
<b>DOCUMENTATION REQUIRED</b> (Student/family to tick what evidence provided with application)		<b>AARA CATEGORY B:</b>	
<input type="checkbox"/> *Medical report (see below) <input type="checkbox"/> EAP verification <input type="checkbox"/> Misadventure could include police report, witness statement, agency report, official notice, etc. Please specify:		<input type="checkbox"/> Cognitive <input type="checkbox"/> Physical <input type="checkbox"/> Sensory Social/Emotional * <input type="checkbox"/> Illness or Misadventure * Medical certificates need to be dated within 18 months of the assessment. Social/Emotional must be dated within 6 months of assessment	
<b>STUDENT STATEMENT</b>			
For <u>disability, impairment and/or medical condition</u> , please explain how this affects your ability to complete the assessment. For <u>illness or misadventure</u> , please explain the impact that your illness or situation has/will have on your assessment. Please attach statement to your AARA application.			
<b>MEDICAL REPORT</b>			
<b>Registered GP, specialist or psychologist is to complete medical report; the practitioner must not be related to student. The QCAA "Confidential medical report" is the preferred format.</b> (available from the BPSHS web page)			
Medical report/certificate attached to application must provide the following information: <input type="checkbox"/> diagnosis of disability and/or medical condition <input type="checkbox"/> date of diagnosis <input type="checkbox"/> date of occurrence or onset of the disability and/or medical condition <input type="checkbox"/> symptoms, treatment or course of action related to the disability and/or medical condition <input type="checkbox"/> information about how the diagnosed disability, impairment and/or medical condition affects the student participating in assessment, particularly timed assessment when considering external assessment <input type="checkbox"/> Professional recommendations regarding possible access arrangement or adjustment (see over page for examples).			
<b>Signatures:</b>			
<b>STUDENT</b>		<b>PARENT/GUARDIAN</b>	
Date:		Date:	
<b>HOD SENIOR SCHOOLING</b>		<b>GUIDANCE OFFICER</b>	
Date:		Date:	
<b>OFFICE USE ONLY</b>			
AARA approved: <input type="checkbox"/> Yes or <input type="checkbox"/> No (see over page for details)		<input type="checkbox"/> Separate school statement attached	
<input type="checkbox"/> Relevant documentation attached to application		<input type="checkbox"/> Parent, student, teacher & HOD emailed decision outcome	
<input type="checkbox"/> *Additional documentation provided?		Documents uploaded to: <input type="checkbox"/> OneSchool <input type="checkbox"/> QCAA Portal	

## Access Arrangements and Reasonable Adjustments (AARA):

### EXAMPLES

INELIGIBILITY
<p><i>Student is <u>not</u> eligible for AARA on the following grounds:</i></p> <ul style="list-style-type: none"> <li>unfamiliarity with the English language</li> <li>teacher absence or other teacher-related difficulties (e.g. change of teachers)</li> <li>matters that the student could have avoided (e.g. misreading an exam timetable or instructions, IT issues including lost or stolen USB/computer, non-curriculum based excursions, traineeships, apprenticeships or work experience)</li> <li>matters of the student's or parent's/carer's own choosing (e.g. family holiday)</li> <li>matters that the school could have avoided (e.g. incorrect enrolment in a subject)</li> <li>sporting representative duties other than national level – all other sporting representative duties please see a Guidance Officer</li> </ul>
EXAMPLES OF AARA – PRINCIPAL DECISION IN-LINE WITH QCAA STANDARDS
<p>This is not an exhaustive list. Adjustment/s must still allow the student to demonstrate assessment objectives. Examples include:</p> <ul style="list-style-type: none"> <li>Re-scheduling (e.g. car accident/influenza/funeral: complete an assessment at a later time – an alternative, comparable assessment may be used. NOTE: not applicable to <i>external</i> assessment)</li> <li>How the instrument is presented to the student (e.g. hearing impairment: written rather than verbal instructions)</li> <li>How the student responds to the assessment (e.g. dyspraxia: complete the assessment using a computer with approved software)</li> <li>Time allowed (e.g. ADHD: may have 5 minutes per half-hour extra time provided in supervised assessment)</li> <li>Environment in which the assessment is undertaken (e.g. Dyslexia: reader/scribe provided in another room with student)</li> <li>Mode of the assessment (e.g. diagnosed anxiety disorder: student presents to teacher and smaller audience at lunch or provides a pre-recorded response. This is not available for Dance or Drama assessment)</li> </ul>
<p>For more information, please contact our one of our Guidance Officers or Head of Senior Schooling on (07) 3802 6222.</p>

APPROVED AARA			
AARA APPLIES:	FROM:	TO:	
ADDITIONAL NOTES:			

Further information about AARA can be found in the QCAA's, "QCE and QCIA policy and procedures handbook" at the QCAA's website