



Access Arrangements and Reasonable Adjustments (AARA)

2019 INFORMATION FOR PARENTS/CARERS

Access arrangements for reasonable adjustments (AARA) recognises that some students have disability, impairment and/or medical conditions, or experience other circumstances that may be a barrier to their ability to demonstrate their learning, knowledge and skill in assessment. Access arrangements for reasonable adjustments (AARA) minimise barriers for eligible students to demonstrate their learning, knowledge and skill in assessment.

Guidelines stipulate that schools make decisions about AARA for Units 1 and 2. They ensure that for Essential and General subjects, the AARA implemented for an eligible student for assessment in Units 1 and 2 are aligned to those that are available for summative assessment in Units 3 and 4.

The provision of AARA for assessment in Units 1 and 2 by a school is not a guarantee that students will be provided the same AARA in Units 3 and 4. However a history of adjustment will support an application to QCAA.

The following information provides guidelines for both students and parents in understanding the AARA process. Any enquiries or applications should be made to the Deputy of Senior Schooling and the Head of Department. Parents and students should make themselves aware of the eligibility for AARA, and significantly, understand that reasons such as EALD, family holidays, or other situations that could have been avoided, are not a viable reason for consideration of AARA.

- AARA eligibility categories are: cognitive, physical, sensory, social/emotional, illness and misadventure.
- Students or parents must contact the school early if there is a problem which may require an application for AARA. The request must be made before the assessment item is due. Unless there are extenuating circumstances, this consideration will not be given retrospectively. An application form and assessment extension form is available from the school website or the Senior Schooling office.
- Independent documentation is usually essential. Students should obtain a completed medical Report from a GP, medical specialist or psychologist to support their case for AARA. This should be done on the Confidential Medical Report section of the QCAA Application for AARA form. In cases of misadventure, e.g. in cases of a natural disaster, further appropriate documentation should be attached to this form. Documentation must cover the date of the assessment for which the application is made.
- Students should not assume that if AARA is given for one subject that this consideration will extend to other subjects or that the same type of consideration will be given in every subject. Each subject has different requirements and policies and the student should discuss these with the Head of Department of that subject.
- Students should not assume that they will be granted AARA. Each case will be looked at individually.



- Students who are requesting AARA are expected to make completion of academic work a timely priority.
- Appropriate adjustments include: extra time and/or rest breaks; format of papers; assistance with a teacher-aide; assistive technology, including the use of a computer; a reader and/or scribe; a change of venue or request for alternative venue; how the instrument is presented to the student; how the student responds to the assessment; time allowed; permission for bite sized food and/or a drink; scheduling e.g. for Verified sight impaired students the assessment format can change to braille, an A3 enlargement or electronic format.
- If after AARA has been granted and students are still not able to meet the substantive requirements of the QCAA for that particular subject, they will not be able to receive credit for that subject for the semester.
- Any appeal of a decision on AARA should be made in writing addressed to the Principal and submitted to the school administration office.

AARA guidelines are defined by the Queensland Curriculum and Assessment Authority (QCAA), details of which can be found at <https://www.qcaa.qld.edu.au/>