

## Access Arrangements and Reasonable Adjustments

### Year 11 and 12 Internal & External Assessment

#### Student and / or Adult at Home Role

Contact Head of Department Senior Schooling for AARA application.  
Complete AARA Application and gather any supporting documentation.  
Return to HOD Senior Schooling.



HoD SS checks application and supporting documents in order to establish eligibility using QCAA guidelines. Adult at home contacted if further evidence required.



HoD SS processes AARA application.

HoD SS monitors deadlines.

Two days prior to deadlines, sends reminder email to student and adults in regards to adhering to AARA deadlines.



#### Student and / or Adult at Home Role

Student and adult at home are to adhere to deadlines set.

Student and adult at home are to monitor the QCAA Student Portal to ensure the AARA is recorded. If not showing, or doesn't include all subjects or adjustments, contact Head of Senior Schooling. Note: not all adjustments show in portal. Some are 'school decision' adjustments.

Student and adult at home are to contact HoD Senior Schooling if further adjustments are required.



#### HoD Senior Schooling Role

HoD SS contacts student / adult at home to enquire why deadlines have not been met. This may, if evidence is provided to support the explanation, require the AARA adjustment.

Process cycle may begin again.  
Staff and HoD informed of outcome.

If you have any questions in regarding this process, please contact the Head of Department Senior Schooling, Sarah Price: [spri79@eq.edu.au](mailto:spri79@eq.edu.au) or 075827324.