

## Access arrangements and reasonable adjustments (AARA) Year 11 and 12 – Fact sheet

This fact sheet provides information about the AARA process. The Queensland Curriculum and Assessment Authority (QCAA) recognises that some students have disability, impairment and/or medical conditions, or experience other circumstances that may be a barrier to their performance in assessment. Access arrangements and reasonable adjustments (AARA) are designed to assist these students through minimising barriers for eligible students to demonstrate their learning, knowledge and skill in assessment.

QCAA stipulate:

Year 11 AARA are school based decisions made in line with QCAA guidelines

Year 12 AARA applications are submitted to QCAA for approval

Guidelines stipulate that schools make decisions about AARA for **Units 1 and 2 (Year 11)**. They ensure that for Applied, Applied (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 (Year 12)**.

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 access or the same adjustments for assessment in Units 3 and 4.

### Steps for Access

1. Class teacher refers **ALL** student and/or parent AARA enquiries to HOD Senior School to collect AARA application.
2. HOD Senior School receives AARA application and supporting documents to establish eligibility and meet QCAA submission dates. HOD contacts parent if further evidence required.
3. HOD Senior School relays confirmation of eligibility for AARA to HODs and teachers using AARA email ready for implementation. School retains supporting documentation.

## Eligibility for AARA

AARA are provided to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment.

These barriers fall into three broad categories:

- permanent
- temporary
- Intermittent

## Ineligibility

Students are **not** eligible for AARA on the following grounds:

- unfamiliarity with the English language
- teacher absence or other teacher-related difficulties
- matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations)
- matters of the student's or parent's/carer's own choosing (e.g. family holidays)
- matters that the school could have avoided (e.g. incorrect enrolment in a subject).

# IMPORTANT

Early applications for all AARA are recommended to ensure timely decisions and confidence for students.

- Applications submitted close to the due date for assessment should not be for known long term conditions.
- Applications for AARA for long term conditions should be submitted at earliest possible time upon diagnosis.

# Benowa SHS AARA Application Form

**This form must be completed by all students and parents wishing to apply for AARA. Completed applications must include required documentation.**

AARA are planned and negotiated as early as possible so that eligible students are supported appropriately to participate in, and complete the requirements for, a course of study and assessment.	
Name:	Care Class:
Date of Birth:	Year Level:
Application Date:	
<b>Period Applied for</b> Start Date:	End Date:
Subject(s):	All Subjects: <input type="checkbox"/>
<b>AARA Details</b>	
Please briefly describe the situation that is impacting your child's learning.	
<p><b>Year 12 AARA applications must be uploaded to the QCAA (Queensland Curriculum and Assessment Authority) as per AARA guidelines.</b></p> <p>Procedures for these arrangements and adjustments are set out in the <i>QCE and QCIA policy and procedures handbook v2.0</i>. Personal information will be accessed by authorised QCAA staff and handled in accordance with the <i>Information Privacy Act 2009</i>. Information held by the QCAA is subject to the <i>Right to Information Act 2009</i>.</p> <p><b>I give permission for the school to share information regarding this application with the QCAA.</b></p>	
Parent Signature	Student Signature
Office Use Only	
Application complete YES / NO	Principal Approved / QCAA Approved

## Supporting Documentation

**Please note: supporting documentation must be included with your AARA application for consideration of submission as per QCAA guidelines.**

### **Medical report:**

To make an informed decision about an AARA application, the QCAA requires a medical report that includes the following details:

- the illness, condition or event (including details of a diagnosis, where applicable)
- date of onset or occurrence of the disability; illness and/or medical condition (must cover date of assessment)
- symptoms, treatment or course of action related to the medical condition or event
- explanation of the probable effect of the illness, condition or event on the student's participation in the assessment, particularly timed assessment when considering timed assessment
- professional recommendations regarding AARA

The medical report must be completed by a relevant practitioner who is a general practitioner (GP), medical specialist, or psychologist (registered under Queensland's *Medical Practitioners Registration Act 2001* and/or Queensland's *Psychologists Registration Act 2001*), and who is not related to the student or employed by the school.

### **Non-Medical Supporting Documentation:**

- for non-medical claims, must be written evidence from a relevant independent professional or other independent third party, such as a witness or police report
- Supporting documentation must cover the date of the assessment for which the application is made

# AARA: Medical Report

The medical report must be completed by a relevant practitioner who is a general practitioner (GP), medical specialist, or psychologist (registered under Queensland's *Medical Practitioners Registration Act 2001* and/or Queensland's *Psychologists Registration Act 2001*), and who is not related to the student or employed by the school.

Student Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Medical Practitioner name: \_\_\_\_\_

Medical Practitioner role (e.g. GP): \_\_\_\_\_

Medical Practitioner Registration No.: \_\_\_\_\_

Medical Practitioner contact details: \_\_\_\_\_

## IMPORTANT – MUST BE COMPLETED AND STAMPED BY PRACTITIONER

Requested dates for adjustment to assessment:

Adjustment Start Date: \_\_\_\_\_

Adjustment End Date: \_\_\_\_\_

Practitioner Stamp:

Medical Practitioner signature: \_\_\_\_\_ Date: \_\_\_\_\_

## IMPORTANT – MUST BE COMPLETED BY PARENT / GUARDIAN

I give permission for my health professional to provide information concerning this application to the QCAA, if required.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# AARA: Medical Report

Diagnosis or disability and/or medical condition:
Date of occurrence or onset of the disability and/or medical condition:
Symptoms, treatment or course of action related to the disability and/or medical condition:
Information about how the diagnosed disability, impairment and/or medical condition affects the student in participating in assessment, particularly timed assessment:

<b>Professional recommendations regarding adjustments to assessment (e.g. additional exam time, extension etc.)</b>
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