



AARA

Access Arrangements and Reasonable Adjustments (AARA)

Student Application Pack Years 7-10

Inside this pack:

- **Parent Fact sheet**
- **Application form** - Page 4-5 (incl. details about medical information requirements)

Please return completed application with supporting documents to Student Services

Access arrangements and reasonable adjustments (AARA) Years 7-10

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.

Applications for known or pre-existing conditions must be submitted prior to the due date.

Applications for illness or misadventure on the day assessment is due, must be made on the due date.

A **medical certificate *should be*** and **parent letter *must be*** presented to support applications made due to illness, impairment or disability.

Please refer to the Flagstone State Community College Assessment Policy prior to submission of the application (available via the school organiser and school website).

Granting of AARA (Years 7-10) is at the discretion of the faculty Head of Department, HOSSES or Deputy Principal.

If an AARA is submitted late and/or not approved (e.g. due to lack of supporting evidence) **students may not receive any credit for the assessment item.** This will affect the student's overall result.

Absence due to family holiday, sport (other than representation) or other reasons chosen by the student or family do not constitute grounds for an AARA. Extensions or adjustments cannot be approved for these reasons.

Steps for Access

- 1.** Students are directed to the school web page to access this document. If parents want to clarify expectations, they should contact the school to talk to the faculty Head of Department or Deputy Principal.
- 2.** Student / family completes AARA application and includes all supporting documents (see page four for what supporting documents are required to be completed).
- 3.** Student lodges complete AARA with Education Services, who will pass it onto the faculty Head of Department or Deputy Principal.
- 4.** The faculty Head of Department or Deputy Principal receives AARA application and supporting documents to establish eligibility and submission dates. School contacts parent if further evidence required.
- 5.** The faculty Head of Department or Deputy Principal relays confirmation of eligibility for AARA to teachers.
- 6.** The faculty Head of Department or Deputy Principal notifies student/parent of AARA outcome.
- 7.** AARA and supporting documentation is given to the office to scan and email teachers and attach to the student's One School support provisions. Original documentation filed in the student's file.

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. Eligibility barriers include Cognitive, Physical, Sensory and Social / Emotional.

These barriers fall into three broad categories:

- permanent
- temporary
- Intermittent

An AARA can also be applied for due to Illness, Bereavement or Misadventure.

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.

Access Arrangements and Reasonable Adjustments (AARA) Application Form Years 7-10

*All students and parents wishing to apply for AARA in 2020 must complete this form
Completed application 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:	Form Class:	
Date of Birth:	Application Date:	
Period Applied for Start Date: _____ End Date: _____		
Subject(s):	All Subjects: <input type="checkbox"/>	
Which AARA category do you wish to apply for?		
AARA Category	Documentation Required ***Please see over page for documentation requirements***	Documentation Provided
<input type="checkbox"/> Cognitive (eg. Intellectual disability; learning disorder)	<ul style="list-style-type: none"> • Medical certificate • School statement 	YES / NO
<input type="checkbox"/> Physical (eg. Physical injury or disability)	<ul style="list-style-type: none"> • Medical certificate or • EAP verification covering School Statement 	YES / NO
<input type="checkbox"/> Sensory (eg. Autistic Spectrum Disorders)	<ul style="list-style-type: none"> • Medical certificate or • EAP verification School statement 	YES / NO
<input type="checkbox"/> Social/Emotional (eg. Anxiety, depression)	<ul style="list-style-type: none"> • Medical certificate or • EAP verification School statement 	YES / NO
<input type="checkbox"/> Illness, Bereavement and/or Misadventure (eg. Sickness; accident; unexpected event)	<ul style="list-style-type: none"> • Parent letter or medical certificate or • Supporting Documentation (other) 	YES / NO
Extent of Adjustment Required	<input type="checkbox"/> Substantial (specific to the individual student - criteria integrity maintained)	
	<input type="checkbox"/> Supplementary/Differentiated (broad based support - criteria integrity maintained)	

Student statement explaining reason for application:

Parent acknowledgement and understanding of reasonable adjustment:

Parent Signature	Student Signature
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Office Use Only			
Application complete	YES / NO	Principal Approved	YES / NO
Parent, student, HOD informed of decision	YES / NO	AARA recorded	YES / NO

Supporting Documentation

Please note: supporting documentation must be included with your AARA application for consideration of submission.

Parent Letter and/or Medical Certificate:

To make an informed decision about an AARA application, the college requires a medical certificate or letter from parents 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)
- 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

The medical certificate should 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

SCHOOL TO COMPLETE

- Based on the information provided in this application (including supporting documentation), is there sufficient evidence that the student requires an AARA?

YES NO

- If no, provide feedback to the student and parent about why an AARA is not appropriate in this instance.
- If yes, use the table below to identify appropriate adjustments to assessment.
- The student and their parent must be notified in writing of the adjustments permitted under the AARA and this must be added as a contact record on OneSchool.
- All applicable teachers must be notified in writing of the adjustments permitted, and their duration.

QCAA Inclusive Strategy	QCAA Approved Areas (P to 10)	Tick/highlight the adjustment/s for this assessment					
Timing	Additional time	Extension for assignment <1 week	Extension for assignment >1 week	Exam time (imputed 5 minutes per hour)	Exam time (imputed 10-15 minutes per hour)		
	Frequent breaks (in between exams)	Exam time (imputed 5 minutes per hour)		Exam time (imputed 10-15 minutes per hour)			
Scheduling	Number of sessions	Breaking assessment into sections			Increasing pre-exam preparation		
	Order of sessions	Establishing assessment from C level to A+ level through the exam/ assignment			Extra sessions for reading and text processing		
Setting (noise, anxiety, wheelchair access)	Location: furniture, resources, supervision	Supervision required during the delivery of units, including assessment			Identifying furniture, resources and equipment		
	Seating: placement	Planning the placement of seating to maximise visibility, audibility, physical access to resources, learning opportunities and support (adults or peers), as required.					
Presentation	Cues and prompts	Highlighting key words or phrases in directions			Using symbols (e.g. arrows or stop signs) to remind the student to do something		
	Directions	Read aloud	Read more than once	Present as pictures/ symbols	Highlighted key words	Text to speech	
	Format of the text	Braille, large print	Less text on page	Digitised text	Audio text		
	Specialised equipment	Laptop		iPad	Graphic organisers		
Response	Verbal	Scribe (adult)		Recording device	Interpreter /translator		
	Written	Adaptive tools – pencil grip	Specialised writing tools	Keyboards	Scribe and speech to text		
	Non-verbal	Assistive technology		Symbol and word bank	Finger/eye pointing		
	Specialised equipment	Computer or word processor	Communication devices	Speech-to-text or text-	Braille machine	Talking calculator	

I am satisfied/not satisfied that this application meets the requirements as set down in the school's Assessment and AARA policy. The adjustments outlined above are approved for the following date range:

If the student/parent wishes for the AARA to be extended beyond this timeframe, additional supporting documentation will be required **before the AARA lapses**. Please contact the HOD/HOSES or DP for further information.

Principal Signature: _____

Date: _____