



AARA

Access Arrangements and Reasonable Adjustments (AARA)

Student Application Pack

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Please return completed application with supporting documents to

aaraapplications@ferrygroveshs.eq.edu.au

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.

Access Arrangements and Reasonable Adjustments (AARA) Year 11 and 12

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 report **must be** presented to support applications made due to illness, impairment or disability.

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 and may affect QCE eligibility.

Absence due to family holiday, sport (other than national representation) or other reasons chosen by the student or family do not constitute grounds for an AARA. 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

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 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

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)

SUPPORTING DOCUMENTATION DESCRIPTIONS

<p>Medical Report (see template on share point & website)</p>	<ul style="list-style-type: none"> • Diagnosis of disability and / or medical condition • Date of diagnosis • Date of occurrence or onset of the disability and /or medical condition • Symptoms, treatment or course of action related to the disability, impairment and/ or medical condition • Information about how the diagnosed disability, impairment and/or medical condition affects the student participating in assessment, particularly timed assessment when considering external assessment • Must be completed by a relevant practitioner who is a general practitioner (GP), medical specialist, or psychologist (registered under Queensland's <i>Medical or Psychologists Practitioners Registration Act 2001</i>), and who is not related to the student or employed by the school.
<p>School statement</p>	<ul style="list-style-type: none"> • The school collects information in relation to the disability, impairment and /or medical condition in order to prepare the school statement.
<p>Student statement</p>	<ul style="list-style-type: none"> • The student may choose to submit a statement about how their disability, impairment and /or medical condition affects them in assessment.

Confidential medical report

Access arrangements and reasonable adjustments (AARA)

The QCAA requires a medical report in support of AARA or illness and misadventure applications. Medical reports may be completed by a registered medical practitioner including a general practitioner (GP), medical specialist, psychologist, occupational therapist, physiotherapist or optometrist, a certified practising speech pathologist or a speech pathologist who is eligible for membership of Speech Pathology Australia (SPA) as a certified practising member. This practitioner must not be related to the student or directly employed by the student's main learning provider (MLP). Practitioners, such as regional speech pathologists who are employed to support multiple schools or in programs such as GPs in schools, are not considered directly employed by the MLP.

The information provided in this statement needs to be current and relate to the relevant assessment period. All information will be managed in accordance with QCAA policy and the *Information Privacy Act 2009*, and will be used for the purpose of determining the student's AARA application.

Use of this template is optional. If the medical practitioner does not use this template, they must supply a current medical report containing all the following information on the medical practitioner's letterhead or another appropriate report template.

The school will submit this completed report as part of an AARA or Illness and misadventure application via the QCAA Portal.

This page is to be completed by the student and their parent/carer.

Student details	
Student name	
LUI	
School	
I give permission for my medical practitioner to provide information concerning this application to the QCAA, if required.	
Student signature:	Date: / /
Parent/carer signature: (if student is under 18)	Date: / /

Electronic signature: If this document is completed electronically, by completing each of the fields above and inserting the signatory's name, the signatory agrees that this becomes a signed document pursuant to section 14 of the *Electronic Transactions (Queensland) Act 2001*.

This medical report is comprised of three parts:

Part A: AARA application Medical details about existing and chronic conditions	Part B: Illness and misadventure application for external assessment Medical details about unexpected illness or events	Part C: Medical practitioner details
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Medical practitioners complete either Part A or Part B, dependent on the reason for the application. Part C is to be completed in all circumstances.

Part A: AARA application

This section is to be completed *only* by the medical practitioner for AARA applications for existing and chronic conditions.

Student name	
Diagnosis	
Date of diagnosis	/ /
Provide a brief history of the student's disability, impairment and/or medical condition, including relevant functional impact/s.	

Comment on the probable effect of the disability, impairment and/or medical condition on the student's capacity to complete timed assessment (examinations).

Part B: Illness and misadventure application for external assessment

This section is to be completed *only* by the medical practitioner in the case of an unexpected illness or event for external assessment.

Information for the medical practitioner

- **Note: External assessment cannot be rescheduled.** Students are encouraged to attend if they are well enough to do so and there is no risk to themselves or others.
- A late application for AARA can be considered if AARA can address the functional impacts of the condition to enable the student to participate on the same basis as other students (e.g. use of a computer for a student with an injury affecting handwriting; rest breaks for a student who is unable to sit for extended periods of time).
- Students who are sick at the time of **external assessment** may request the submission of an illness and misadventure application if they:
 - are unable to attend assessment, or
 - attend and feel that their performance was adversely affected by an illness or misadventure event.
- **Students who have approved AARA in place must demonstrate that a deterioration or complication of the condition occurred that diminished the student's performance in external assessment.**

Student name	
Diagnosis	
Nature of condition	<input type="checkbox"/> temporary medical condition OR <input type="checkbox"/> deterioration in a chronic condition
Date of diagnosis	/ /
Duration of effect	/ / to / /
Comment on the probable effect of the illness or event on the student's capacity to undertake or complete timed assessment (examinations).	
I consider that the effect of the impairment arising from the medical condition is/was:	
<input type="checkbox"/> mild <input type="checkbox"/> moderate <input type="checkbox"/> severe	
I consider that the student is/was:	
<input type="checkbox"/> disadvantaged in assessment performance <input type="checkbox"/> unable to participate in assessment	
If the student was affected for less than a full day, comment on the amount of time the student was affected during a timed assessment, e.g. second half of the examination session.	

Part C: Medical practitioner details

Name	
Profession	
Phone	
Specialty/qualifications (if applicable)	
Place of work	
Registration number	
Practice stamp (if applicable)	
Signature:	Date: / /

Electronic signature: If this document is completed electronically, by completing the fields above and inserting the signatory's name, the signatory agrees that this becomes a signed document pursuant to [section 14 of the *Electronic Transactions \(Queensland\) Act 2001*](#).

Privacy Collection Notice: The Queensland Curriculum and Assessment Authority (QCAA) is collecting personal information herein to perform its functions under [Part 2 Division 2 of the *Education \(Queensland Curriculum and Assessment Authority\) Act 2014*](#), and for related purposes. If the information is not provided, the QCAA may be unable to decide the application or request. The QCAA may disclose personal information under applicable law. For further information about how the QCAA handles personal information, please see the [Privacy Policy](#) at <https://www.qcaa.qld.edu.au/privacy>. For enquiries, contact legal@qcaa.qld.edu.au.

About this report

Access arrangements and reasonable adjustments (AARA)

Some students may 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. AARA are arrangements and adjustments made at the time of assessment, such as the provision of extra time, rest breaks and/or varied seating. For more information, visit www.qcaa.qld.edu.au/senior/assessment/aara.

Illness and misadventure

Students may be impacted by temporary illness or a deterioration of an existing medical condition at the time of assessment, or they may be impacted by an unexpected event that is beyond their control such as a natural disaster, an accident, a personal circumstance (e.g. summons/subpoena to appear in court, death or funeral of a close family member) or significant cultural obligation (e.g. Sorry Business). These students may be eligible for illness and misadventure adjustments after external assessment.

Submitting this report

The medical practitioner should return this form to the student. The school will submit the report as part of an AARA or Illness and misadventure application via the QCAA Portal.

Confidential student statement

Access arrangements and reasonable adjustments (AARA)

A student may complete this statement as part of an application for AARA. The information provided needs to be current and relate to the relevant assessment period.

Information provided in this statement is treated in the strictest confidence and is used only for the purpose of determining the AARA application.

Fill out all fields and sign the last page. Submit this statement through your school, as part of an AARA application.

Student details	
Student name	
School	
LUI	

Tell us about your disability, impairment, medical condition or circumstance

How does this affect you in the classroom?

How does it affect you in assessment? What adjustments have helped? How have they helped?

Student signature:

Date:

Parent/carer signature:

(if student is under 18)

Date:

Electronic signature: If this document is completed electronically, by completing the fields above and inserting the signatory's name, the signatory agrees that this becomes a signed document pursuant to section 14 of the *Electronic Transactions (Queensland) Act 2001*.