

Access Arrangement and Reasonable Adjustment (AARA) Application Cover Form

STEP 1 – STUDENT DETAILS & ASSESSMENT INFORMATION

Student First Name:			_ Student Last Name:			
Date of Application:			Year Level:	7 8 9 10 11 12		
Form Issued by:	Deputy Principal	1	Guidance Officer	HOD Inclusive Practices		

Subject/s Regarding Application

Subject	Teacher	Head of Department

Have you had any previous reasonable adjustments/extensions approved? YES | No

Assessment Information

Subject	Assessment	Original Due Date	How many lessons have you missed?	Proposed Due Date	New Due Date Agreed	Teacher Signature	HOD Signature

STEP 2 – REASONING FOR ACCESS ARRANGEMENT OR REASONABLE ADJUSTMENT

Physical

Category of Application:

□ Cognitive □ Sensory

Social/Emotional

□ Illness/Misadventure

Note: The following reasons are not eligible for an AARA:

- unfamiliar with the English language
- teacher absence or other teacher-related difficulties
- matters that the student could have avoided, e.g. misreading an exam timetable, misreading instructions in examinations, technology issues
- timetable clashes
- matters of the student's or parent's/carer's own choosing, e.g. family holidays, sporting events
- matters that the school could have avoided, e.g. incorrect enrolment in a subject

Please provide an overview of reasoning behind this application.

STEP 3 – SUPPORTING DOCUMENTATION

Please tick supporting documentation that is attached with this application for Extension/Reasonable Adjustment

QCAA Medical Report

□ Medical Documentation

□ OCAA Student Statement

- □ QCAA School Statement
- Evidence of DDA

-

Evidence of DDA

□ Other:

STEP 4 – SIGNATURE REQUIRED FOR APPLICATION SUBMISSION

	Full Name	Signature	Date
Student			
Parent/Guardian			

Return this form completed to the Principal's Delegate (Deputy Principal | Guidance Officer | HOD Inclusive Practices) with the supporting documents.

This section is to be completed by Deputy Principal | Guidance Officer | HOD of Inclusive Practices

STEP 6 – PRINCIPAL'S	STEP 6 – PRINCIPAL'S DELEGATE APPROVAL								
Application Approval:	YES	Ι	No						
Arrangements/Adjustments	that will	be put	in place a	s a result if approved:					
Extension			Scribe	🗌 IT Adjustment	s 🗆	R	est Brea	iks	
Comparable Exam/Assessn	nent	🗆 F	Reader	□ IT Access] v	aried Se	ating	
□ Other:	justment	s to asse	essment an	d/or condition)					
	Full Na	me		Signature			Date		
Principal Delegate Approval									
					Uni	ts	Units	3 &4	
AARA and Descr	AARA and Description of Adjustments to Assessment and/or Condition 1 & 2 *IA *EA/SEE								

AARA and Description of Adjustments to Assessment and/or Condition		Units 3 &4		
AAKA and Description of Aujustments to Assessment and/or condition	1&2	*IA	*EA/SEE	
□ Alternative format papers:	School	Principal-		
	decision School	reported Principal-		
□ Assistance:	decision	reported		
	School	Principal-		
Assistive technology:	decision	reported	QCAA	
Computer:	School	Principal-	approval	
	decision School	reported Principal-	required	
Reader:	decision	reported		
	School	Principal-		
□ Scribe:	decision	reported		
□ Variation to venue:	School	Principal-		
	decision	reported		
Extra time: 5 minutes per half hour extra time allowed for exams	School decision	QCAA a requ		
	School	QCAA a		
Rest breaks: 5 minutes per half hour during exams to step away from exam to practice calming strategies	decision	requ		
Comparable assessment:	School	Principal-	Not	
	decision	reported	applicable	
Extension: Up to 2 weeks extension for assignments, with negotiated date arranged with HOD when task given.	School decision	Principal- reported	Not applicable	
	School	Principal-	Principal-	
Drink:	decision	reported	reported	
Diabetes management:	School	Principal-	Principal-	
	decision	reported	reported	
Individual instructions:	School	Principal-	Principal-	
	decision School	reported Principal-	reported Principal-	
Medication:	decision	reported	reported	
Physical equipment and environment:	School	Principal-	Principal-	
Physical equipment and environment:	decision	reported	reported	
Varied seating: Exams to be sat in small group area as student requires quieter space	School	Principal-	Principal-	
	decision School	reported Principal-	reported Principal-	
□ Vision aids:	decision	reported	reported	
Cther ** Maximum of 2 accomments nor subject are sidire with this time are supported	School	Principal-	QCAA-	
Other: **Maximum of 2 assessments per subject providing unit objectives are covered	decision	reported	approved	
□ Other: **Use of evidence gathered during assessment prep time to make judgement of work	School	Principal-	QCAA-	
	decision	reported	approved	
Other:	School decision	QCAA- approved	QCAA- approved	
	400101011	approved	approved	

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