

# 2025 AARA Application Flowchart for Years 10-12

The QCAA recognises that some students may have disability, impairment and/or medical conditions or experience other circumstances that may affect their ability to read, respond to and participate in assessment. Access arrangements and reasonable adjustments (AARA) are designed to assist these students.



## Application Process

### New AARA Application (all categories)

See Appendix B of our Assessment procedure for information on the categories. The AARA process applies to both Draft and Final Due Dates

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- Step 1:** Student or Parent/Carer complete the YSHS AARA form, collect supporting evidence and submit via email, or in person, to the relevant person: Deputy Principal, HOSES, or Guidance Officer. (See below for relevant person list): [YSHS AARA form](#)
  - Step 2:** Advise your teacher via email you have applied for an AARA and negotiate a new due date.
  - Step 3:** All AARA applications are actioned by the Deputy Principal, HOSES or Guidance Officer. Students, parents/carers, relevant teacher/s, HOD/s will receive an email with the decision. Approved AARA information will be recorded in OneSchool > Support Provisions and added to the AARA spreadsheet for teachers on Sharepoint.

### Existing long-term AARA

Extensions to Assignment due dates pre-approved by QCAA, HOSES or Guidance Officer, you only need to **submit a new AARA for exams.**

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Students email their teacher/s for the relevant subject/s to request and extension to their assignment due date. **This must be done prior to the due date.**

### What is NOT Cover by the AARA process

- Unfamiliarity with the English language
- IT issues/malfunctions/loss of work
- Teacher absence or other teacher-related difficulties
- Matters that the student could have avoided eg misreading an examination timetable or instructions
- Timetable clashes
- Matters of the student's or parent's/carers own choosing e.g family holidays, sporting events
- Matters that the school could have avoided, eg incorrect enrolment in a subject

If the student or parent/carers wish to discuss their circumstances or get support for the AARA application, they should contact the relevant staff below

Disability or Chronic Physical Condition (diagnosis)	Social or Emotional Concern (no diagnosis) Mental Health (diagnosis)	Acute short-term illness or misadventure (medical certificate or other evidence)
Head of Special Education Services (HOSES)	Guidance Officer	Deputy Principal