

STEP 2 – REASONING FOR ACCESS ARRANGEMENT OR REASONABLE ADJUSTMENT

Category of Application:

☐ Cognitive ☐ Sensory ☐ Physical ☐ 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*
- *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 ☐ QCAA Student Statement
☐ QCAA School Statement ☐ 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 (DP SS | Guidance Officer | HOD Inclusive Practices) with the supporting documents.

This section is to be completed by Deputy Principal | Guidance Officer | HOSES

STEP 6 – PRINCIPAL'S DELEGATE APPROVAL

Application Approval: YES | No

Arrangements/Adjustments that will be put in place as a result if approved:

- ☐ Extension
 ☐ Scribe
 ☐ IT Adjustments
 ☐ Rest Breaks
☐ Comparable Exam/Assessment
 ☐ Reader
 ☐ IT Access
 ☐ Varied Seating
☐ Other: _____

(see AARA and Description of Adjustments to assessment and/or condition)

Full Name	Signature	Date
Principal Delegate Approval		

AARA and Description of Adjustments to Assessment and/or Condition	Units 1 & 2	Units 3 & 4	
		*IA	*EA/SEE
<input type="checkbox"/> Alternative format papers:	School decision	Principal-reported	QCAA approval required
<input type="checkbox"/> Assistance:	School decision	Principal-reported	
<input type="checkbox"/> Assistive technology:	School decision	Principal-reported	
<input type="checkbox"/> Computer:	School decision	Principal-reported	
<input type="checkbox"/> Reader:	School decision	Principal-reported	
<input type="checkbox"/> Scribe:	School decision	Principal-reported	
<input type="checkbox"/> Variation to venue:	School decision	Principal-reported	
<input type="checkbox"/> Extra time: 5 minutes per half hour extra time allowed for exams	School decision	QCAA approval required	
<input type="checkbox"/> Rest breaks: 5 minutes per half hour during exams to step away from exam to practice calming strategies	School decision	QCAA approval required	
<input type="checkbox"/> Comparable assessment:	School decision	Principal-reported	Not applicable
<input type="checkbox"/> Extension: Up to 2 weeks extension for assignments, with negotiated date arranged with HOD when task given.	School decision	Principal-reported	Not applicable
<input type="checkbox"/> Drink:	School decision	Principal-reported	Principal-reported
<input type="checkbox"/> Diabetes management:	School decision	Principal-reported	Principal-reported
<input type="checkbox"/> Individual instructions:	School decision	Principal-reported	Principal-reported
<input type="checkbox"/> Medication:	School decision	Principal-reported	Principal-reported
<input type="checkbox"/> Physical equipment and environment:	School decision	Principal-reported	Principal-reported
<input type="checkbox"/> Varied seating: Exams to be sat in small group area as student requires quieter space	School decision	Principal-reported	Principal-reported
<input type="checkbox"/> Vision aids:	School decision	Principal-reported	Principal-reported
<input type="checkbox"/> Other: **Maximum of 2 assessments per subject providing unit objectives are covered	School decision	Principal-reported	QCAA-approved
<input type="checkbox"/> Other: **Use of evidence gathered during assessment prep time to make judgement of work	School decision	Principal-reported	QCAA-approved
<input type="checkbox"/> Other:	School decision	QCAA-approved	QCAA-approved

OFFICE USE ONLY

Entered on OneSchool Contact ☐ AARA Submitted to QCAA Portal for Approval (Year 12 only) ☐

Email - student, parent/carer, subject teacher and Curriculum HOD of AARA outcome ☐