

Senior School

Access Arrangement and Reasonable Adjustment (AARA) - Application Cover Form



STEP 1 – STUDENT DETAILS & ASSESSMENT INFORMATION

Student First Name: _____ **Student Last Name:** _____

Student Last Name: _____

Date of Application: _____

Year Level: 10 | 11 | 12

Form Issued by: Deputy Principal | Guidance Officer | HOD of Special Education Services

Subject/s Regarding Application

Have you had any previous reasonable adjustments/extensions approved?

YES | No

Assessment Information

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:

<input type="checkbox"/> Extension	<input type="checkbox"/> Scribe	<input type="checkbox"/> IT Adjustments	<input type="checkbox"/> Rest Breaks
<input type="checkbox"/> Comparable Exam/Assessment	<input type="checkbox"/> Reader	<input type="checkbox"/> IT Access	<input type="checkbox"/> Varied Seating
<input type="checkbox"/> 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	
<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