



AARA

Access Arrangements and Reasonable Adjustments (AARA)

APPLICATION PACK

Inside this pack:

- ✓ **Letter to Parent/Caregiver**
- ✓ **AARA Policies and Procedures**
- ✓ **AARA Application Form 1A**
- ✓ **Medical Template** (provided as a guide for medical practitioner if required)
- ✓ **Student Statement**

Please return completed forms with supporting documents to Guidance Officer/Senior Schooling Head of Department - Library

AARA (ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS)

APPLICATION PROCESS

Your student is applying for **AARA (Access Arrangements and Reasonable Adjustments)**.

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 read, respond to or participate in assessment.

Please find enclosed the **AARA Application Pack** which details the application process.

Students wishing to apply for AARA must complete the Application Form enclosed (Form 1). This form is to be returned to the appropriate staff member - Guidance Officer, Head of Department Senior Schooling or Head of Special Education Department as soon as possible with all relevant medical documentation. Please be aware applications cannot be approved if medical documentation is not provided.

Included in the pack are the following:

- AARA Guidelines
- AARA Application Form 1A
- Medical Template (provided as a guide for medical practitioner/s if required)

Should you have any queries or need assistance completing this application, please contact Garry King (Guidance Officer) on (07) 5503 7888 or email gking40@eq.edu.au or Jodie Teng (HOD Senior Schooling) on (07) 5503 7862 or email jteng5@eq.edu.au.



Access Arrangements and Reasonable Adjustments (AARA)

This fact sheet provides information about the Nerang SHS AARA process.

The 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.

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.

IMPORTANT

Early applications for all AARA are recommended to ensure timely decisions for students.

- Applications submitted close to the due date for assessment should not be for known long-term conditions.
- Applications for AARA for long-term conditions should be submitted ASAP.

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 read, respond to or participate in assessment.

These barriers fall into three broad categories:

- permanent
- temporary
- Intermittent

Ineligibility for AARA

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)

Supporting Documentation

Please note: supporting documentation MUST be included with the AARA application for consideration of submission as per QCAA Policies and Procedures.

Medical report:

To make an informed decision about an AARA application, the QCAA requires a medical report that includes the following details:

- the illness, condition or event (including details of a diagnosis, where applicable)
- date of onset or occurrence of the disability; illness and/or medical condition (must cover date of assessment)
- symptoms, treatment or course of action related to the medical condition or event
- explanation of the probable effect of the illness, condition or event on the student's participation in the assessment, particularly timed assessment
- professional recommendations regarding AARA

The medical report must be completed by a relevant practitioner who is a general practitioner (GP), medical specialist, or psychologist (registered under Queensland's *Medical Practitioners Registration Act 2001* and/or Queensland's *Psychologists Registration Act 2001*), and who is not related to the student or employed by the school.

Non-Medical Supporting Documentation:

- for non-medical claims there must be written evidence from a relevant independent professional or other independent third party, such as a witness or police report
- Supporting documentation must cover the date of the assessment for which the application is made



AARA Application Form 1A

**Complete the form below and return to the Guidance Officer in the Library.
Medical/supporting documentation required.**

AARA are planned and negotiated as early as possible so that eligible students are supported appropriately to participate in, and complete the requirements for, a course of study and assessment.		
Name:	Form Class:	
Date of Birth:	Year Level:	
Application Date:		
Period Applied for Start Date:		End Date:
Which AARA category do you wish to apply for?		
AARA Category	Documentation Required ***Please see over page for documentation requirements***	Documentation Provided
<input type="checkbox"/> Cognitive (eg. Intellectual disability; learning disorder)	<ul style="list-style-type: none"> • Medical report <input type="checkbox"/> • School statement <input type="checkbox"/> 	YES / NO
<input type="checkbox"/> Physical (eg. Physical injury or disability)	<ul style="list-style-type: none"> • Medical report <i>or</i> <input type="checkbox"/> • EAP verification covering Unit 3 and 4 assessments <input type="checkbox"/> • School Statement <input type="checkbox"/> 	YES / NO
<input type="checkbox"/> Sensory (eg. Autistic Spectrum Disorders)	<ul style="list-style-type: none"> • Medical report <i>or</i> <input type="checkbox"/> • EAP verification covering Unit 3 and 4 assessments <input type="checkbox"/> • School statement <input type="checkbox"/> 	YES / NO
<input type="checkbox"/> Social/Emotional (eg. Anxiety, depression)	<ul style="list-style-type: none"> • Medical report <i>or</i> <input type="checkbox"/> • EAP verification covering Unit 3 and 4 assessments <input type="checkbox"/> • School statement <input type="checkbox"/> 	YES / NO
<input type="checkbox"/> Illness and/or Misadventure (eg. Sickness; accident; unexpected event)	<ul style="list-style-type: none"> • Medical report <i>or</i> <input type="checkbox"/> • Supporting Documentation (other) <input type="checkbox"/> 	YES / NO
Please briefly describe the situation that is impacting your child's learning.		
Parent Signature	Student Signature	
Office Use Only		
Application complete YES / NO	Principal and/or GO Approved / QCAA Approved	
Parent, student, HOD informed of decision (in writing) YES / NO	AARA recorded on OS YES / NO	

Confidential medical report

Access arrangements and reasonable adjustments (AARA)

Medical reports may only be completed by the student's general practitioner (GP), medical specialist, or psychologist (registered under Queensland's *Health Practitioner Regulation National Law Act 2009*). The health professional providing a report must not be related to the student or employed by the school. The information provided needs to be current and relate to the relevant assessment period.

Information provided in this report is treated in strictest confidence and is only used for the purpose of determining the student's AARA application.

If the health professional does not use this report form, they must supply a current medical report containing all of the following information.

For more information, refer to **About this report** on the last page.

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

Are you applying for:

- Access arrangements and reasonable adjustments (for existing and chronic conditions)

Health professionals complete **Part A** and **Part B — AARA**, and complete and sign the **Health professional details**.

- Illness and misadventure (for unforeseen circumstances)

Health professionals complete **Part A** and **Part C — Illness and misadventure**, and complete and sign the **Health professional details**.

If you are unsure which to apply for, refer to **About this report** on the last page.

Submit this completed report as part of an AARA application via the QCAA Portal.

The information you provide on this form will be used for access arrangements and reasonable adjustments (AARA), which are designed to assist students with disability, impairment, medical conditions or other circumstances that may be a barrier to their performance in assessment. These procedures for these arrangements and adjustments are set out in the *QCE and QCIA policy and procedures handbook 2019 v 1.0*. Personal information will be accessed by authorised QCAA staff and handled in accordance with the *Information Privacy Act 2009*. Information held by the QCAA is subject to the *Right to Information Act 2009*.

Part A

This section is **only** to be completed by the health professional.

Diagnosis:	
Date of diagnosis:	/ /
Date of occurrence/onset:	/ /
Provide a brief history of the student's disability, impairment and/or medical condition, including symptoms.	
Is the student currently receiving treatment? Please indicate.	

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

Part B — AARA

This section is **only** to be completed by the health professional.

<p>Comment on how the disability, impairment and/or medical condition would affect this student’s daily functioning in the classroom.</p>
<p>Professional recommendations for assessment adjustments.</p>

Health professional details

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

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.

Illness and misadventure

Students may also experience unforeseen circumstances that may be a barrier to their performance in assessment, such as a significant deterioration of an existing medical condition, or experiencing a natural disaster, accident or significant cultural obligation. These students may be eligible for illness and misadventure adjustments.

Submitting this report

The QCAA requires a medical report for medical claims for AARA or illness and misadventure. Once complete, submit this report as part of an AARA 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 only used for the purpose of determining the AARA application.

Fill out all fields and sign the last page. Submit this statement as part of an AARA application via the QCAA Portal.

Student details	
Student name:	
School:	
LUI:	

Provide a brief history of your disability, impairment and/or medical condition, including symptoms.

The information you provide on this form will be used for access arrangements and reasonable adjustments (AARA), which are designed to assist students with disability, impairment, medical conditions or other circumstances that may be a barrier to their performance in assessment. These procedures for these arrangements and adjustments are set out in the *QCE and QCIA policy and procedures handbook 2019 v1.0*. Personal information will be accessed by authorised QCAA staff and handled in accordance with the *Information Privacy Act 2009*. Information held by the QCAA is subject to the *Right to Information Act 2009*.

Comment on how the disability, impairment and/or medical condition affects your daily functioning in the classroom.

Describe how the disability, impairment and/or medical condition is a barrier to your access to the assessment and/or to your ability to communicate a response to assessment.

What kind of arrangements help you to be able to complete assessment, e.g. extra time, rest breaks, assistive technology?

Student signature:

Date: / /

**Parent/carer signature
(if student is under 18):**

Date: / /