

AARA REQUEST – REASONABLE ADJUSTMENT

- **Assessment extension of due date, or**
- **Absence for test**

AARA requests should be submitted prior to the assessment due date unless under exceptional circumstances. Students may request an AARA for medical conditions, impairments, disabilities or unforeseen circumstances, such as deterioration of an existing condition, experiencing a natural disaster, accident or significant cultural obligation.

Students are **not** eligible for AARA on the following grounds:

- matters that the student could have avoided (e.g. misreading an examination timetable)
- matters of the student's or parent's/carer's own choosing (e.g. family holidays)

NAME: Care:

Subject: Teacher:

REASON FOR AARA: Illness (Attach completed Medical Report)
 Unforeseen circumstances (Attach evidence)

Further information:

ABSENCE FOR TEST (complete this section only and submit to Administration for Principal approval)

Scheduled date of test (The test will be re-scheduled at the earliest opportunity. Contact the relevant Deputy Principal for further information)

REQUEST FOR EXTENSION OF non-TEST ASSESSMENT (complete all sections below)

DETAILS OF ASSESSMENT:

Task:

Assessment type: (e.g. written assignment, test, oral, EEI)

Conditions for assessment: (Class time, overall completion time provided, length etc)

Non-test assessment: Draft due date: Final due date:

Length of extension requested: days or weeks

Explain the need for this amount of time:

Instructions

- a. take this form to your subject teacher for comment, then
- b. take this form to the relevant subject Head of Department for their recommendation, then
- c. submit this form to the main office for Principal's consideration for final approval

TEACHER: Information about the task and conditions is correct

Comment:

Length of extension recommended: Teacher Signature: Date:/...../.....

HEAD of DEPARTMENT:

HoD Recommendation: Yes No Signature: Date:/...../.....

Comment:

PRINCIPAL'S APPROVAL: YES NO Signature: Date:/...../.....

LENGTH OF EXTENSION: as recommended by HoD or

INFORMATION – 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. These barriers could be permanent, temporary or intermittent.

Students may also be eligible for AARA where illness and misadventure (i.e. unforeseen circumstances) or other situations may prevent students from demonstrating their learning, knowledge and skill.

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)

Applications for AARA must be made to the Principal using the application form and attaching supporting documentation.

Applications regarding medical conditions or illness require a medical report detailing

- diagnosis of disability and/or medical condition
- date of diagnosis
- date of occurrence or onset of the disability and/or medical condition
- symptoms, treatment or course of action related to the disability and/or medical condition
- information about how the diagnosed disability, impairment and/or medical condition affects the student participating in assessment, particularly timed assessment when considering external assessment
- professional recommendations regarding AARA.

Where the application is not related to medical conditions or illness, other relevant evidence is to be provided such as

- official notices
- evidence from independent third party, eg police reports

Decisions about AARA for assessments in Units 3 and 4 are generally made by the Principal and are reported to, and monitored by, QCAA. Some access arrangements and adjustments can only be authorised by QCAA.

Decisions about AARA for assessments in Units 1 and 2 are made by the Principal in line with the AARA that are available for summative assessment in Units 3 and 4. However 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.

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 *Medical Practitioners Registration Act 2001* and/or Queensland's *Psychologists Registration Act 2001*). 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** below.

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** below.

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

Submit this report to the school office for the attention of the Principal. The report may be forwarded by the school to the Queensland Curriculum and Assessment Authority (QCAA) as required.

Part B — AARA

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

Comment on how the disability, impairment and/or medical condition would affect this student's daily functioning in the classroom.

Professional recommendations for assessment adjustments.

