



AARA

Access Arrangements and Reasonable Adjustments (AARA)

Information Pack

Inside this pack:

- AARA Information (guidelines, eligibility, process, evidence, timelines)
- Sample Application form
- Example of QCAA Medical Report

Access Arrangements and Reasonable Adjustments (AARA) Year 11 and 12

This fact sheet provides information about the AARA process. The Queensland Curriculum and Assessment Authority (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.

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. Students may be eligible for *illness and misadventure* adjustments.

QCAA stipulate:

- Year 11 AARA are school based decisions made in line with QCAA guidelines
- Year 12 AARA applications are submitted to QCAA for approval

Guidelines stipulate that 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.

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

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)
- matters that the school could have avoided (e.g. incorrect enrolment in a subject).

IMPORTANT

Early applications for all AARA are recommended to ensure timely decisions and confidence 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 at earliest possible time upon diagnosis.

AARA Application Process for Years 11 & 12

It is a **student's responsibility** to apply for Access Arrangements and Reasonable Adjustments (AARA) should they require support provisions when undertaking assessment in Years 11 & 12. An AARA application involves the following three-step process:

STEP 1: Gather required documentation (medical report or independent written statement)

- students who have a **verified Educational Adjustment Program or imputed disability** lodged with Shalom College Learning Enhancement Unit (LEU) - the AARA application will be facilitated by the school in consultation with the student and parents. These applications must be submitted to the **Learning Enhancement Coordinator**
- in all other cases, responsibility for submitting the required documentation **rests with the student** and must be submitted to the **Senior School Coordinator**:
 - if applying for AARA on the basis of a long-term/short-term/temporary condition or illness: require a current **medical report** (*see table over-page for documentation currency requirements*) that states:
 - the illness or condition
 - the date of diagnosis, onset or occurrence; and
 - an explanation of the probable effect of the illness, condition or event on the student's participation in the assessment
 - if applying for AARA on the basis of 'misadventure': you require **written evidence** from an independent professional or independent third party; e.g. police report; funeral notice.



STEP 2: Submit documentation to the Senior School Coordinator (Student Reception) before application date cut-off (see table over-page for application date cut-offs)

On submission of documentation, Shalom College staff will:

- negotiate with student and carers the appropriate form of AARA to apply for
- collect required documentation as specified by QCAA
- prepare a school statement to accompany the student's application to the QCAA; and
- lodge the student's application through the QCAA Portal



STEP 3: Notify relevant stakeholders of AARA arrangements

On receiving a decision on the application from the QCAA, Shalom College staff will:

- inform students and carers of the outcome of the application
- notify relevant teachers and support staff of AARA provisions to be implemented; and
- quality assure that approved AARA is being implemented

Should students and carers have any questions in relation to making an AARA application, please contact the Senior School Coordinator – [Janelle Ivers@shalomcollege.com](mailto:Janelle.Ivers@shalomcollege.com) or 4155 8111.

Please see sample AARA application form over page.

SHALOM COLLEGE AARA APPLICATION FORM

This form must be completed by all students and parents wishing to apply for AARA and must include required documentation.

STUDENT NAME:	YEAR	PC
<i>John Citizen</i>	11 / 12	

Reason for Application (select from the reasons below):

<input type="checkbox"/> Access extension for assessment instrument/s <input type="checkbox"/> Absence from a scheduled exam	<input checked="" type="checkbox"/> Access arrangement and/or reasonable adjustment for student with disabilities
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Eligibility criteria (select from the conditions and categories below):

Timeframe	Category									
<input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent <input type="checkbox"/> Permanent	<table style="width: 100%;"> <tr> <td><input type="checkbox"/> Cognitive</td> <td><input type="checkbox"/> Sensory</td> <td><input checked="" type="checkbox"/> Illness & Misadventure</td> </tr> <tr> <td><input checked="" type="checkbox"/> Physical</td> <td><input type="checkbox"/> Social/Emotional*</td> <td><input type="checkbox"/> Bereavement</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other _____ (College approved)</td> </tr> </table>	<input type="checkbox"/> Cognitive	<input type="checkbox"/> Sensory	<input checked="" type="checkbox"/> Illness & Misadventure	<input checked="" type="checkbox"/> Physical	<input type="checkbox"/> Social/Emotional*	<input type="checkbox"/> Bereavement	<input type="checkbox"/> Other _____ (College approved)		
<input type="checkbox"/> Cognitive	<input type="checkbox"/> Sensory	<input checked="" type="checkbox"/> Illness & Misadventure								
<input checked="" type="checkbox"/> Physical	<input type="checkbox"/> Social/Emotional*	<input type="checkbox"/> Bereavement								
<input type="checkbox"/> Other _____ (College approved)										

SUBJECT	ASSESSMENT ITEM/S	TEACHER	LAC
<i>Physical Education</i>	<i>Practical Assessment</i>	<i>Mrs Giles</i>	<i>Mrs Pearson</i>

AARA Example

DOCUMENTATION REQUIRED (Tick what evidence provided with application)

- *Medical report (see below)
- EAP verification/
- School Report
- Illness & Misadventure** (police report, witness statement, agency report, medical certificate, Statutory Declaration)
 Please specify: *Medical certificate - broken arm*
- Documentation related to College approved event

* Medical reports need to be dated within 18 months of the assessment. Social/Emotional reports must be dated within 6 months of assessment.

MEDICAL REPORT - Registered GP, specialist or psychologist is to complete medical report; the practitioner must not be related to student. The QCAA "Confidential medical report" is included in this information package.

Medical report/certificate attached to application must provide the following information:

- 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 possible access arrangement or adjustment (see over page for examples).

Signatures:

STUDENT	PARENT/GUARDIAN
<i>John Citizen</i> <div style="text-align: right; font-size: small;">Date: <i>12/2/2024</i></div>	 <div style="text-align: right; font-size: small;">Date:</div>
SENIOR SCHOOL COORDINATOR	LEU COORDINATOR (if applicable)
Date:	Date:

OFFICE USE ONLY	
<p><u>Documentation process:</u></p> <p><input type="checkbox"/> Relevant documentation attached to application</p> <p><input type="checkbox"/> Separate school statement attached</p> <p><input type="checkbox"/> Application uploaded to QCAA Portal Date: _____</p> <p><input type="checkbox"/> Application saved in AARA Folder on N drive</p> <p><input type="checkbox"/> AARA application/decision filed (student record)</p>	<p><u>Communicate decision outcome to:</u></p> <p><input type="checkbox"/> Parent / Student</p> <p><input type="checkbox"/> Teachers / LAC</p> <p><input type="checkbox"/> TASS administrator</p> <p><input type="checkbox"/> LEU – update Google Spreadsheet</p>
<p>AARA approved: <input type="checkbox"/> Yes or <input type="checkbox"/> No</p>	

APPROVED AARA INFORMATION			
AARA APPLIES:	FROM:	TO:	
ADDITIONAL NOTES:			

Further information about AARA can be found in the QCAA’s guidelines as stated in the Queensland Curriculum & Assessment Authority (QCAA)’s [QCE & QCIA Policy and Procedures Handbook v1.2: 6 Access arrangements and reasonable adjustments \(AARA\).](#)

The following table gives examples of the:

- different AARA categories
- examples of possible adjustments
- currency of the required supporting documentation
- timeline for applications (short term / long term)
- requirements for internal and external assessment

AARA - Eligibility categories, possible adjustments, required documentation and timelines for applications

Eligibility/Ineligibility category	Examples of <u>possible adjustments</u>	<u>Supporting documentation required from student</u>	<u>Currency of supporting documentation + Cut-off for application</u>									
			<u>Internal assessment</u> <i>(All assessment undertaken at school throughout Year 11 & 12, excluding the external assessment)</i>	<u>External assessment</u> <i>(conducted mid-October - mid-November, Year 12)</i>								
Cognitive: Examples only: <ul style="list-style-type: none"> • attention deficit disorder • attention deficit hyperactivity disorder • autism spectrum disorder • neurological impairments 	<u>For examinations:</u> <ul style="list-style-type: none"> • use of a computer • extra time • rest breaks • separate supervision/venue • assistance / use of scribe • ease of access to toilet facilities • liquid and bite-sized food • medication and water • monitoring equipment • assistive technology; e.g. amplification system; magnification applications • alternative format papers; e.g. increased font size; black & white images • other equipment 	<ul style="list-style-type: none"> • Education Adjustment Program (EAP) verification <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • medical report <i>(template available at Senior Schooling office or from school website)</i> <p>All applications for AARA made to the Queensland Curriculum & Assessment Authority (QCAA) need to be accompanied by an additional school statement, which is the College's responsibility to provide</p>	<u>Long term conditions:</u> <ul style="list-style-type: none"> • currency: no earlier than 1 January of the year of student's Year 10 enrolment • applications due: applications are due by completion of Units 1 and 2 (Term 3, Year 11) 	<u>Long term conditions:</u> <ul style="list-style-type: none"> • currency: no earlier than 1 January of the year of student's Year 10 enrolment • application due: end of Term 1, Year 12 								
Physical: Examples only: <ul style="list-style-type: none"> • diabetes • epilepsy • arthritis • cerebral palsy • recurrent illness • injury & recent surgery • motor coordination disorders (e.g. agraphia/dysgraphia) • chronic fatigue syndrome 			<u>For non-examination assessment:</u> <ul style="list-style-type: none"> • time extensions • separate venue 	<p>All applications for AARA made to the Queensland Curriculum & Assessment Authority (QCAA) need to be accompanied by an additional school statement, which is the College's responsibility to provide</p>	<u>Short-term/temporary conditions:</u> (note: includes mental health conditions such as anxiety & depression) <ul style="list-style-type: none"> • currency: no earlier than six months prior to the relevant assessment • applications due: as soon as possible before the assessment event 	<u>Short-term/temporary conditions:</u> (note: includes mental health conditions such as anxiety & depression) <ul style="list-style-type: none"> • currency: no earlier than 1 April of the assessment year. An additional, updated medical report may be required • for short-term conditions unlikely to resolve before mid- October, applications due: end of Week 5, Term 3, Year 12 						
Sensory: Examples only: <ul style="list-style-type: none"> • vision impairment • hearing impairment • speech language disorder 					<u>For internal assessment:</u> <ul style="list-style-type: none"> • sit comparable exam • time extension 	<u>For illness:</u> <ul style="list-style-type: none"> • medical report (template available from school website and Intranet "Assessment & Reporting) 	<u>For internal assessment:</u> <ul style="list-style-type: none"> • documentation must cover the date of the assessment for which the application is made & should be submitted as close to the assessment event as possible • Where relevant, if submitted after the assessment event, application is to be submitted before confirmation of student work by the QCAA (contact Senior School Coordinator for precise details) 	<u>For external assessment:</u> <ul style="list-style-type: none"> • documentation must cover the date of the assessment for which the application is made • can be submitted from 14 days before the assessment to 4 days after 				
Social/Emotional: Examples only: <ul style="list-style-type: none"> • anxiety/depression • bereavement • post-traumatic stress disorder 									<u>For external assessment:</u> <ul style="list-style-type: none"> • no alternative arrangements 	<u>For misadventure:</u> <ul style="list-style-type: none"> • written evidence from independent professional or third party; e.g. police report 	<u>For external assessment:</u> <ul style="list-style-type: none"> • documentation must cover the date of the assessment for which the application is made • can be submitted from 14 days before the assessment to 4 days after 	
<u>Illness & Misadventure</u> For illnesses & events which: <ol style="list-style-type: none"> 1. The illness or event is unforeseen and beyond the student's control. 2. An adverse effect must be demonstrated. 3. The situation cannot be of the student's own choosing or that of their parent or carer, such as a family holiday. Schools implement principal-reported AARA when possible, before considering an application for illness and misadventure.												

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.