

AARA

Complete Student Application Pack

ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS (AARA)

Schools are responsible for administering assessment within Queensland Curriculum and Assessment Authority (QCAA) guidelines and within the requirements of the syllabus. In order to meet quality assurance processes for Applied, Applied (Essential), General and General (Extension), including alternative sequences, General (Senior External Examinations) subjects, and short courses assessment must follow QCAA guidelines.

Under the Disability Standards for Education 2005 (DSE), schools are also responsible for ensuring that adjustments are provided, to enable students with disability, determined by EAP and/or NCCD, to access and participate in assessment on the same basis as their peers.

Adjustments under AARA are actions designed to minimise barriers to learning, participation and access to the curriculum.

- AARA are determined in conjunction with students and parents/carers
- Adjustments are 'reasonable' when they achieve the purpose of enabling access and participation for the student on the same basis as other students

Aviation High School has an AARA committee that oversees the AARA process within the school. The committee comprises the Guidance Officer, Head of Department Senior Schooling, STARS Support Co Ordinator.

Further AARA information can be found using the link below:

<https://www.qcaa.qld.edu.au/senior/assessment/aara/resources>

QCAA guidelines stipulate that schools make decisions about AARA for Units 1 and 2 (Year 11). Schools ensure that AARA implemented for an eligible student for Applied, Applied (Essential) and General subjects, in Units 1 and 2 aligns to available accommodations for summative assessment in Units 3 and 4 (Year 12).

The provision of an AARA for assessment in Units 1 and 2 by the school is not a guarantee that an AARA will be provided, or that students will be provided the same access or adjustments for assessments in Units 3 and 4.

How to apply:

Units 1 and 2 – Year 11

1. Students/families are directed to the school web page to access this document. The Guidance Officer should be contacted for clarification and expectations
2. Students / families complete the AARA application form and include all supporting documentation – see school web page or QCAA website.
3. Students may also complete the confidential student report if they choose <https://www.qcaa.qld.edu.au/senior/assessment/aara/resources>
4. Student lodges completed AARA application with the Guidance Officer to establish eligibility and to meet QCAA submission dates. Guidance Officer will contact families if further evidence is required
5. Guidance Officer provides the completed application and supporting documentation to the AARA committee for review and approval – for Units 1 and 2
6. Students and families are notified of the outcome by the Guidance Officer
7. Guidance Officer relays confirmation of AARA eligibility and accommodation/s to relevant teachers, HOD's, deputy principal responsible for exams

Units 3 and 4 – Year 12

1. Steps 1-3 as above for a new application
2. Confidential medical report is completed again if required
3. Guidance Officer completes confidential school statement
4. Guidance Officer lodges AARA application with all supporting documentation in QCAA portal
5. Guidance Officer notifies year 12 students / families of AARA outcome
6. AARA and supporting documentation is scanned and attached to students OneSchool support provisions
7. Original documentation filed in the student's file

Access Arrangements and Reasonable Adjustments (AARA) Application Form Years 11 - 12

**All students and parents wishing to apply for AARA must complete this form
Completed application must include required documentation**

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:	Application Date:	
Period Applied for		
Start Date:	End Date:	
Subject(s):	All Subjects: <input type="checkbox"/>	
Which AARA category do you wish to apply for?		
AARA Category	Documentation Required	Documentation Provided
<input type="checkbox"/> Cognitive (e.g. Intellectual disability; learning disorder)	<ul style="list-style-type: none"> • Medical report • School statement 	YES / NO
<input type="checkbox"/> Physical (e.g. Physical injury or disability)	<ul style="list-style-type: none"> • Medical report <i>or</i> • EAP verification covering Unit 3 and 4 assessments • School Statement 	YES / NO
<input type="checkbox"/> Sensory (e.g. Autistic Spectrum Disorders)	<ul style="list-style-type: none"> • Medical report <i>or</i> • EAP verification covering Unit 3 and 4 assessments • School statement 	YES / NO
<input type="checkbox"/> Social/Emotional (e.g. Anxiety, depression)	<ul style="list-style-type: none"> • Medical report <i>or</i> • EAP verification covering Unit 3 and 4 assessments • School statement 	YES / NO
<input type="checkbox"/> Illness, Bereavement and/or Misadventure (e.g. Sickness; accident; unexpected event)	<ul style="list-style-type: none"> • Medical report <i>or</i> • Supporting Documentation (other) 	YES / NO
Extent of Adjustment Required	<input type="checkbox"/> Substantial (specific to the individual student - criteria integrity maintained)	
	<input type="checkbox"/> Supplementary/Differentiated (broad based support - criteria integrity maintained)	

Student statement explaining reason for application:	
Parent acknowledgement and understanding of reasonable adjustment:	
Parent Signature	Student Signature
Office Use Only	
Application complete YES / NO	Principal Approved / QCAA Approved
Parent, student, HOD informed of decision YES / NO	AARA recorded YES / NO
<u>Supporting Documentation</u>	
Please note: supporting documentation must be included with your AARA application for consideration of submission as per QCAA guidelines.	
<u>Medical report:</u>	
<p>To make an informed decision about an AARA application, the QCAA requires a medical report that includes the following details:</p> <ul style="list-style-type: none"> • 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 when considering timed assessment • professional recommendations regarding AARA 	
<p>The medical report must be completed by a relevant practitioner who is a general practitioner (GP), medical specialist, or psychologist (registered under Queensland's <i>Medical Practitioners Registration Act 2001</i> and/or Queensland's <i>Psychologists Registration Act 2001</i>), and who is not related to the student or employed by the school.</p>	
<u>Non-Medical Supporting Documentation:</u>	
<ul style="list-style-type: none"> • for non-medical claims, 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 	

Confidential medical report

Access arrangements and reasonable adjustments (AARA)

The QCAA requires a medical report for medical claims for AARA or illness and misadventure. 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 used only for the purpose of determining the 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.

This page is to be completed by the student and their parent/carer

Student details	
Student name	
LUI	
School	
FOR If you are unsure, see About this report , on the last page.	<input type="checkbox"/> AARA (for existing and chronic conditions) Health professionals complete: <ul style="list-style-type: none">• Part A• Part B — AARA• Health professional details. OR <input type="checkbox"/> Illness and misadventure (for unforeseen circumstances) Health professionals complete: <ul style="list-style-type: none">• Part A• Part C — Illness and misadventure• Health professional details.
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: / /

The school will submit this completed report as part of an AARA application via the QCAA Portal.

When completed, QCAA classification = SENSITIVE (PERSONAL INFORMATION)

The information you provide on this form is being collected and used in relation to the functions and powers prescribed under Part 2 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014*. The information will be accessed by 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 to be completed *only* by the health professional (all applications)

Student name	
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 to be completed *only* by the health professional (applications relevant to existing and chronic conditions)

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

Health professional details

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

Electronic signature: If this document is completed electronically, by completing the fields above and inserting the signatory's name, the signatory agrees that this becomes a signed document pursuant to section 14 of the *Electronic Transactions (Queensland) Act 2001*.

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. For more information, visit www.qcaa.qld.edu.au/senior/assessment/aara.

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 medical professional should return this form to their patient. The school will submit the 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 used only for the purpose of determining the AARA application.

Fill out all fields and sign the last page. Submit this statement through your school, as part of an AARA application.

Student details	
Student name	
School	
LUI	

Tell us about your disability, impairment, medical condition or circumstance

When completed, QCAA classification = SENSITIVE (PERSONAL INFORMATION)

The information you provide on this form is being collected and used in relation to the functions and powers prescribed under Part 2 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014*. The information will be accessed by 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*.

How does this affect you in the classroom?

How does it affect you in assessment? What adjustments have helped? How have they helped?

Student signature:

Date: / /

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

Date: / /

Electronic signature: If this document is completed electronically, by completing the fields above and inserting the signatory's name, the signatory agrees that this becomes a signed document pursuant to section 14 of the *Electronic Transactions (Queensland) Act 2001*.