

Access Arrangements and Reasonable Adjustments (AARA)

02. AARA Application for Long-term Conditions

Instructions for application:

- Refer to Kawana Waters State College Assessment Policy prior to submission of the application.
- To be considered, this formal application must be submitted as soon as practical to meet school and QCAA timelines.
- For extensions, short-term, illness and misadventure and other applications must be submitted as soon as possible *before* the due date unless student has been adversely affected by an unexpected emergent event. These can *only* be approved by the Guidance Officer 10-12.
- Students are ineligible for an AARA based on: unfamiliarity with the English Language, matters the student could have avoided (e.g. Misreading an exam timetable), timetable clashes, matters of the student or parent/carer's own choosing (e.g. Family holiday)
- Granting of AARA or School approved absence is at the discretion of the QCAA, Principal or Principal's delegate and approved only when:
 1. the student successfully meets eligibility criteria,
 2. the student's circumstance provides a barrier to demonstrate their learning, knowledge and skill in the assessment instrument; and
 3. evidence exists to justify an AARA including past adjustments.

This form (with evidence documentation attached) can be submitted:

- Electronically or in person and delivered to the DP 10-12, DP LC, Guidance Officer or HoSES through the Secondary Administration Office at Kawana Waters state College.

Name:		Home Group:	
Date:		Period of Adjustment:	

The following *will* be completed with LC Year 11 or 12 AARA Coordinator or Case Manager

Diagnosis/ Explanation/ Reason for absence				
Date/s of absence (If applicable)				
Barrier Category (See over)	Long-term	For short-term, illness and misadventure, extensions and other ♦ applications refer to the GO 10-12.		
Eligibility Category	Cognitive	Sensory	Physical	Social/ Emotional

Comment on how the medical condition, disability, illness or other circumstance impacts on the student's daily functioning in the classroom.

This can include, but is not limited to difficulty with focusing, increased anxiety levels, difficulty with recalling information, performance anxiety, need to sit in a certain area of the classroom, increased distractibility, need for breaks and fatigue.

Adjustments implemented as a previous adjustment or request for an extension		
See over for explanations		
Alternative format	Diabetes management	Physical equipment and environment
Assistance	Drink (other than water)	Reader
Assistive technology	Extension ▲	Rest breaks
Bite-sized food	Extra time	Scribe
Comparable assessment	Individual instructions	Varied Seating †*
Computer	Medication	Vision aids
Other		

The following <i>will</i> be completed with LC Year 11 or 12 AARA Coordinator or Case Manager						
Subject	Teacher	Assessment	Extra time	Rest breaks	Computer	Other (Please specify)

Student and Parent/Guardian Acknowledgement

We have discussed the grounds for this application and are requesting additional support to minimise barriers that may impact the student’s ability to demonstrate their learning, knowledge, and skills in the assessments listed above.

We acknowledge that this is a **request only**, and is **subject to approval** by the **QCAA, Principal, or Principal’s Delegate**, in accordance with **Kawana Waters State College’s Assessment Policy** and, where applicable, **QCAA policies and procedures**. Please note that **AARAs can only be implemented following formal QCAA approval**. As AARAs are **subject-specific**, a new **Application to Begin AARA Process** must be submitted when a change in subject occurs.

Student name, sign and date: _____

Parent/Guardian name, sign and date: _____

Application to begin AARA process approved by: (GO, DP 12, DP LC, HoSES)

Name, sign and date: _____

For Long-term Barrier Categories, this form and any *supporting evidence* are to be submitted to the **Learning Centre Year 11 or 12 AARA Coordinator** to begin the application process.

Medical Certificate/Report Attached:	Yes	No	Other Documentation Attached:	Yes	No
Application for AARA Approved:	Yes	No	Principal Approval for School Approved Absence:	Yes	No
QCAA AARA Completed (if applicable):	Yes	No	KWSC AARA/Absence Register completed:	Yes	No

ACCESS AARRANGEMENTS and REASONABLE ADJUSTMENTS	
Alternative format	e.g. Braille, enlargement, electronic format
Assistance	e.g. assistance with manipulation of equipment using the students name and providing reassurance and prompting to begin/continue
Assistive technology	e.g. amplification system, view digital stimulus, use magnifier, voice recognition and/or screen reader. Schools should only apply for assistive technology if the student is already familiar with using the assistive technology.
Bite-sized food	Unobtrusive food (not crunchy or strong smelling) In a clear container
Comparable assessment	Not previously administered to students in subject cohort given on a different date
◆*Computer	Computer - desktop or laptop with approved software
*Diabetes management	As per diabetes management plan
Drink (other than water)	Other than water, required for a medical reason
▲ Extension	GO approval only with documentation
*Extra time	Additional exam working time - five minutes per half hour
Individual instructions	unannotated copy of written instructions
Medication	Only prescribed
Other	Based on the functional impact of a student's condition
Physical equipment and environment	e.g. Specialised desk, cushion, heat or cold pack, other
*Reader	Reading the assessment or the student's response aloud as often as the student requests
*Rest breaks	Time to rest five minutes per half hour, taken at any lime during the assessment
*Scribe	Someone transcribing the student's verbal response or direction during assessment
◆*Varied Seating	e.g. same room out of order, small group in separate room or own room
Vision aids	e.g. coloured transparency, different lighting, other

* Information sheet available

◆ Refer to 'Reasonable Adjustments in Assessment' for approval criteria

◆ Not available for maths exams

◆ eg. Evidence of Representative Sport, Bereavement Document, Police Statement

Barrier Category	
Long-term (QCAA Reference)	<ul style="list-style-type: none"> • 'Application to Begin AARA Process' must be completed in consultation with LC Year 11 or 12 AARA Coordinator or Case Manager. • Dated no earlier than Year 10. Or • EAP verification with no review of EAP criterion 1 requested. (An update only is required where a diagnosis has been made before Year 10 or a review of EAP criterion 1 was requested).
Short-term (QCAA Reference)	<ul style="list-style-type: none"> • Dated within the preceding six months of internal assessment • Dated no earlier than 30 April for external assessment.
Illness and Misadventure (Fact Sheet)	<p>Illness may be a temporary condition, such as influenza or gastroenteritis, or a deterioration or complication of an existing medical condition.</p> <p>Misadventure refers to events that are unforeseen and beyond the student's control.</p>
Other◆	<p>(e.g., Regional/State/National Representative Sport or Artistic Endeavours)</p> <p>Extensions are not permitted. If granted, non-examinations are required to be submitted/presented on or before due date. For examinations a comparable exam will be offered prior to the original examination date.</p>