AARA

**Access Arrangements and Reasonable Adjustments (AARA)**

**Application Pack**

**Inside this pack:**

* **Parent Fact sheet**
* **Application form** (include details about medical information requirements or misadventure)

**Please return completed application with supporting documents to Head of Academy**

# 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.

QCAA stipulate:

* + Year 11 AARA are school based decisions made in line with QCAA guidelines

Parent Fact Sheet

* + 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) 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.

**Steps for Access**

**1.** Class teacher refers **ALL** student and/or parent AARA enquiries to Head of Academy to collect AARA application.

**2.** Head of Academy receives AARA application and supporting documents to establish eligibility and meet QCAA submission dates. School contacts parent if further evidence required.

**3.** Head of academy relays confirmation of eligibility for AARA to teachers using AARA template ready for implementation.

**4.** Head of Academy notifies student/parent of AARA outcome. School retains supporting documentation.

# 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:

Parent Fact Sheet

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



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| **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.
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**MOB Academy AARA Application Form**

***This form must be completed by all students and parents wishing to apply for AARA in 2021 Completed application must include required documentation***

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| 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: | House Class: |
| Date of Birth: | Year Level: |
| Application Date: |
| ***Period Applied for*** Start Date: |  |  | End Date: |  |  |
| Subject(s): | All Subjects: |
| ***Which AARA category do you wish to apply for?*** |
| AARA Category | Documentation Required**\*\*\*Please see over page for documentation****requirements\*\*\*** | Documentation Provided |
| **Cognitive**(eg. Intellectual disability; learning disorder) | * Medical report
* School statement
 | YES | / NO |  |
| **Physical**(eg. Physical injury or disability) | * Medical report *or*
* EAP verification covering Unit 3 and 4 assessments
* School Statement
 | YES | / NO |  |
| **Sensory**(eg. Autistic Spectrum Disorders) | * Medical report *or*
* EAP verification covering Unit 3 and 4 assessments
* School statement
 | YES | / NO |  |
| **Social/Emotional**(eg. Anxiety, depression) | * Medical report *or*
* EAP verification covering Unit 3 and 4 assessments
* School statement
 | YES | / NO |  |
| **Illness and/or Misadventure**(eg. Sickness; accident; unexpected event) | * Medical report *or*
* Supporting Documentation (other)
 | 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 Approved / QCAA Approved |
| Parent, student, HOD informed of decision YES / NO | AARA recorded | YES | / NO |

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| **Supporting Documentation****Please note: supporting documentation must be included with your AARA application for consideration of submission as per QCAA guidelines.** |
| **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 when considering timed assessment
* professional recommendations regarding AARA
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| 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, 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
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