



**AARA/EXTENSION Application Form – Year 11 and 12**

In the new Queensland Certificate of Education (QCE) system, Access arrangements and reasonable adjustments (AARA) minimise barriers for eligible students to demonstrate their learning, knowledge and skill in assessment. AARA are for students who may have a medical condition or experience other circumstances that may be a barrier to their performance in assessment.

Granting an adjustment to assessment a Principal or Principal’s delegate must:

- be reasonably satisfied that the need for the Extension exists
- be able to provide evidence to justify the decision

**Return Form:**

**Printed:** Return the completed form to Student Services in the Hub

**Electronic:** send to [AARA@maryboroughshs.eq.edu.au](mailto:AARA@maryboroughshs.eq.edu.au)

**Students are not eligible for an adjustment on the following grounds:**

- unfamiliarity with the English language
- **late extension application after the due date or lack of supporting evidence, for example a medical certificate**
- teacher absence or other teacher-related difficulties
- matters that students are able to avoid (e.g. misreading an exam timetable, misreading exam instruction, ICT issues)
- **matters or absences of the students and parents own choosing e.g. family holidays, sporting or cultural events**

<b>Date of application:</b>	
<b>Student’s name:</b>	
<b>Connect class:</b>	

**Eligibility criteria (Select form the conditions below):**

Time-frame of condition	Category	Extent of Adjustment
<input type="checkbox"/> Temporary (near assessment time) <input type="checkbox"/> Permanent (verified/diagnosed/imputed)	<input type="checkbox"/> Cognitive <input type="checkbox"/> Physical <input type="checkbox"/> Social/emotional/mental health	<input type="checkbox"/> Sensory <input type="checkbox"/> Bereavement <input type="checkbox"/> Illness <input type="checkbox"/> Misadventure

Assessment items and conditions covered by the extension:					
Subject Code	Teacher	Assessment Type	Assessment Stage (Highlight or Circle which apply)	Adjustment	New Date
			Draft/ Final/ Exam condition		
			Draft/ Final/ Exam condition		
			Draft/ Final/ Exam condition		
			Draft/ Final/ Exam condition		
			Draft/ Final/ Exam condition		
			Draft/ Final/ Exam condition		

**Provide evidence:** (Evidence must be provided with this application – multiple evidence types can be provided – please just tick them below. **Note** - If the school already has the documentation please make a comment below)

Evidence type	Categories relevant	Tick appropriate
Medical certificate	Illness, misadventure, social/emotional/mental health	<input type="checkbox"/>
QCAA confidential medical report	Illness, misadventure, social/emotional/mental health, disability or impairment	<input type="checkbox"/>
Statutory declaration	Bereavement, social/emotional/mental health (Guidance Officer or qualified health professional)	<input type="checkbox"/>
Verification and EAP	Disability or impairment	<input type="checkbox"/>
<b>Comments:</b>		

**PARENT/GUARDIAN AND STUDENT ACKNOWLEDGEMENT:**

I have discussed this application with my student and I support the request for an AARA. I acknowledge that this application is subject to approval from the Principal (or delegate) in line with school and QCAA policies.

Parent/Guardian signature:		Date:	
Student signature:		Date:	
Principal's Delegate signature:		Date:	

For more information, please click on the following link: <https://www.qcaa.qld.edu.au/senior/assessment/aara>

**SCHOOL USE ONLY****Summary of possible Principal-reported and QCAA-approved AARA**

(this is only a guideline and each application will be assessed on its own merits)

<b>AARA</b>	<b>Description of adjustments to assessment conditions</b>	<b>Additional comments</b>
<b>Extra time</b>	Additional working time at the rate of five minutes per half hour of examination assessment time.	
<b>Rest breaks</b>	Time to rest at the rate of five minutes per half hour of assessment time, taken at any time during the assessment.	
<b>Physical environment</b>	Temperature / lighting / ventilation / seating / venue etc.	
<b>Comparable assessment</b>	An alternative comparable assessment that has not previously been administered to students in the subject cohort, may be administered on a different date.	
<b>Assistance Reader Scribe Teacher Aide</b>	Reader may read the assessment or the student's response aloud as often as the student requests. Work with someone who transcribes the student's verbal response or directions during the assessment. TA assisting with use of equipment and practical tasks	
<b>Computer</b>	Desktop computer or laptop computer with an approved software application.	
<b>Assistive technology</b>	AT to assist students to complete assessment will depend on variable factors, nature and severity of the student's disability and/or impairment and its functional impact, e.g. •amplification system •speech-to-text application •magnification application.	
<b>Extension</b>	An extension to the due date for submission or completion of an extended response project, performance or assessment.	
<b>Other</b>		

		<b>Tick and comment/s</b>
Student provided appropriate evidence to support application		<input type="checkbox"/>
Consultation conducted with the appropriate Head of Curriculum		<input type="checkbox"/>
If approved, the school has:		
• Completed the School Statement		<input type="checkbox"/>
• Entered it on QCAA (Year 12 only)		<input type="checkbox"/>
• Entered on AARA extension sheet (Year 10 and 11) and OneSchool as a Contact		<input type="checkbox"/>
Page two of this document completed (to identify adjustments)		<input type="checkbox"/>
Senior School Admin Officer: <i>(When entered on system and all processes complete)</i>		Date: