

**AARA**

**(Access Arrangements & Reasonable Adjustments)**

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| **Date:** | **Student Name:** | | | | **PNX:** |
| **SUBJECT/S** | | **ASSESSMENT ITEM/S** | | **TEACHER** | **HOD** |
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| **AARA CATEGORY A: (Staff member to tick) →** | | □ Temporary □ Intermittent □ Permanent | | | |
| **AARA CATEGORY B (Staff member to tick) ↓** | | **DOCUMENTATION REQUIRED**  **(Student/family to tick what evidence provided with application) ↓** | | | |
| □ Cognitive | | □ \*Medical report (see below) *or*  □ EAP verification | | | |
| □ Physical | | □ \*Medical report (see below) *or*  □ EAP verification | | | |
| □ Sensory | | □ \*Medical report (see below) *or*  □ EAP verification | | | |
| □ Social/Emotional | | □ \*Medical report (see below) *or*  □ EAP verification | | | |
| □ Illness or Misadventure  **(only to be used after all other AARA have been exhausted)** | | □ \*Medical report (see below), *and/or*  □ Misadventure could include police report, witness statement, agency report, official notice, etc. Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **\*MEDICAL REPORT** | | | | | |
| * Must be completed on the QCAA template (attached). * Template must be completed by a **registered GP, specialist or psychologist.** * Practitioner must not be related to the student. | | | | | |
| **STUDENT STATEMENT (student to complete – parent or case manager may assist)** | | | | | |
| * Must be completed on the QCAA template (attached). * For disability, impairment and/or medical condition, please explain how this affects you in assessment. * For illness or misadventure, please explain the impact that your illness or situation has/will have on your assessment. * Please attach statement to your AARA application. | | | | | |
| **STUDENT SIGNATURE AND DATE** | | | **PARENT/GUARDIAN SIGNATURE AND DATE** | | |
| Date: | | | Date: | | |
| **AARA OFFICERS SIGNATURES** | | | | | |
| **HOD SENIOR SCHOOL / GUIDANCE OFFICER / DEPUTY PRINCIPAL SIGNATURE & DATE** | | | | | |
| Date: | | | | | |
| **OFFICE USE ONLY** | | | | | |
| AARA approved: □ Yes *or* □ No (see over page for details) | | | | | |
| □ Relevant documentation attached to application | | | | | |
| □ Parent, Student, Teacher and HOD emailed outcome | | | | | |
| Documents uploaded to:  □ Merrimac T:\Senior Schooling\2022\AARA  □ OneSchool  □ QCAA Portal | | | | | |

# Possible Access Arrangements and Reasonable Adjustments (AARA):

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| **AARA** | **Description of possible adjustments and assessments and/ or conditions** | **AARA implemented** |
| **Alternative Format Papers**  (Principal reported /QCAA approved) | Examples; braille, A4 to A3 enlargement, electronic format, large print papers, black and white materials. | **□** |
| **Assistance**  (Principal reported/ QCAA approved) | Examples; a teacher aide assisting with manipulation of equipment and other practical tasks, a supervisor using the student’s name in reading assessment instructions, providing support/ reassurance, and prompting the student to start/ continue the assessment task. | **□** |
| **Assistive Technology**  (Principal reported/ QCAA approved) | Students may use assistive technology to complete assessment dependent on the nature and severity of the student’s impairment and the functional impact related to the assessment instrument.  Examples; amplification system, speech recognition application, magnification application, screen readers, scanning pens and accessible hardware. | **□** |
| **Bite-Sized Food**  (Principal reported) | A sufficient quantity of bite-sized food in a clear container can be taken into the assessment. | **□** |
| **Comparable Assessment**  (QCAA approved) | An alternative comparable assessment may be administered on a different date. | **□** |
| **Computer**  (Principal reported/ QCAA approved) | A computer or laptop with an approved software may be used in the assessment. | **□** |
| **Drink**  (Principal reported) | A drink other than water (that is required for a medical condition) in a clear bottle can be taken into the assessment. | **□** |
| **Diabetes Management**  (Principal reported) | Examples; bite-sized food, drink, blood-glucose monitoring, rest breaks, medication, varied seating and rest time. | **□** |
| **Extension**  (Principal reported) | An extension to the due date for submission or completion of an assessment. | **□** |
| **Extra Time**  (QCAA approved) | Additional working time at the rate of 5 mins per half hour of examination assessment time. | **□** |
| **Individual Instructions**  (Principal reported) | Examples; Auslan interpreter for instructions or a clean, unannotated copy of the written instructions. | **□** |
| **Medications**  (Principal reported) | Prescribed medication may be taken into the assessment room in a clear container. | **□** |
| **Physical Equipment & Environment**  (Principal reported) | Examples; specialised desk or chair, cushion or pillow, crutches, heat or cold pack, towel, lighting, other physical aid. | **□** |
| **Reader**  (Principal reported/ QCAA approved) | A reader who reads the assessment or the student’s response aloud as often as the student requests. | **□** |
| **Rest Breaks**  (QCAA approved) | Time to stop interacting with the assessment at the rate of 5 mins per half hour of examination time. | **□** |
| **Scribe**  (Principal reported/ QCAA approved) | Someone who transcribes the student’s verbal response or directions during the assessment. | **□** |
| **Vision Aids**  (Principal reported) | Examples; coloured transparency overlay, different lighting, magnification devices, other aids. | **□** |
| **Varied Seating**  (Principal reported) | Examples; single student supervision in a different room, small group supervision in a different room, seated at the back/ front or side of the assessment room. | **□** |
| **Variations to Venue**  (Principal reported/ QCAA approved) | Changes to the assessment venue or room may be made due to severe weather conditions or incidents. | **□** |
| **Other** | Other AARA may be required, based on the functional impact of a student’s condition. – Contact the QCAA for advice. | **□** |