Kenmore State High School AARA Application Processes for Years 11 & 12

It is a student's responsibility to apply for Access Arrangements and Reasonable Adjustments (AARA) should they require support provisions when undertaking assessment in Years 11 & 12. An AARA application involves the following three-step process:

STEP 1:   Gather required documentation (**medical report** or independent written statement)

- students who are supported by the Teaching & Learning Support (TALS) unit – will complete the application in collaboration with their inclusion teacher

- in all other cases, responsibility for submitting the required documentation **rests with the student**:

    - if applying for AARA on the basis of **a long-term/short-term/temporary condition or illness**: applications require a current **medical report** (*see table over-page for documentation currency requirements)* that states:

        ▪ the illness or condition
        ▪ the date of diagnosis, onset or occurrence; and
        ▪ a description of the probable effect of the illness, condition or event on the student's participation in the assessment

        A QCAA medical report template is available from on the school website

    - if applying for AARA on the basis of **'misadventure'**: applications require **written evidence** from an independent professional or independent third party; e.g. police report; funeral notice

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STEP 2:   Submit documentation to the KSHS Senior Schooling Hub (top of A block) before application date cut-off (*see table over-page for application date cut-offs*)

On submission of documentation, KSHS staff will:

- inform student and/or guardians appropriate forms of AARA to apply for

- prepare a school statement to accompany the student's application to the QCAA; and

- lodge the student's application to the QCAA through the QCAA Portal

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STEP 3:   Notify relevant stakeholders of AARA arrangements

On receiving a decision on the application from the QCAA, KSHS staff will:

- inform students and/or guardians of the outcome including approved adjustments

- notify relevant teachers and support staff of AARA provisions to be implemented; and

- quality assure that approved AARA is being implemented

The outlined process enacts the Access Arrangements and Reasonable Adjustment (AARA) guidelines as stated in the Queensland Curriculum & Assessment Authority (QCAA)'s *QCE & QCIA Policy and Procedures Handbook 2023 v4.0*

Should students or their guardians have any questions in relation to making an AARA application, please contact the Head of Year 12 and Senior Schooling – Will Fozard - wfoza3@eq.edu.au or 3327 1536.

Access Arrangements and Reasonable Adjustments: Examples of grounds for application, examples of possible adjustments and documentation required

Eligibility category	Examples of possible adjustments	Supporting documentation required from student	Currency of supporting documentation + Cut-off for application	
			Internal assessment *(All assessment undertaken at school throughout Years 11 & 12, excluding the external assessment)*	**External assessment** *(conducted mid-October - mid-November, Year 12)*
Cognitive *Examples only:* • attention deficit disorder • attention deficit hyperactivity disorder • autism spectrum disorder • neurological impairments **Physical** *Examples only:* • diabetes • epilepsy • motor coordination disorders (e.g. agraphia/dysgraphia) • injury & recent surgery • arthritis • cerebral palsy • chronic fatigue syndrome • recurrent illness **Sensory** *Examples only:* • vision impairment • hearing impairment • speech language disorder **Social/Emotional** *Examples only:* • anxiety/depression • post-traumatic stress disorder • bereavement	*For examinations:* • use of a computer • extra time • rest breaks • separate supervision/venue • assistance / use of scribe • ease of access to toilet facilities • liquid and bite-sized food • medication and water • monitoring equipment • assistive technology; e.g. amplification system; magnification applications • alternative format papers; e.g. increased font size; black & white images *For non-examination assessment:* • time extensions • separate venue	• Supporting documentation provided to Teaching & Learning Support team *or* • medical report *(template available at Senior Schooling office or from school website)* All applications for AARA made to the Queensland Studies & Assessment Authority (QCAA) need to be accompanied by an additional **school statement**, which is KSHS's responsibility to provide	**Long term conditions:** • *currency*: no earlier than 1 January of the year of the student's Year 10 enrolment • *applications due*: end of week 5, Term 1, Year 11 **Short-term /temporary conditions:** (note: includes mental health conditions such as anxiety & depression) • *currency*: applications are only valid for a maximum of 6 months from the date of the documentation • *applications due*: as soon as possible before the assessment event	**Long term conditions:** • *currency*: documentation for long term conditions will include coverage for external exams **Short-term/temporary conditions:** (note: includes mental health conditions such as anxiety & depression) • *currency*: Documentation must be received dated after 1st May in the Year 12.
Illness & Misadventure *For illnesses & events which:* 1. are unforeseen & beyond the student's control; 2. have adversely affected the student 3. are a situation not of the student's or their carer's own choosing (e.g. family holiday); & 4. are not covered by a pre-existing AARA category	*For internal assessment:* • sit comparable exam • time extension *For external assessment:* • no alternate arrangements	*For illness:* • medical report *(template available at Senior Schooling office or from school website)* *For misadventure:* • written evidence from independent professional or third party; e.g. police report	*For internal assessment:* • documentation must cover the date of the assessment for which the application is made & should be submitted as close to the assessment event as possible • students should complete the 'AARA extension application' on the student SharePoint and upload relevant documentation *For external assessment:* • documentation must cover the date of the assessment for which the application is made and include specific details of the illness/incident	