



Kenmore State High School AARA Application Process 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 have a **verified Educational Adjustment Program** lodged with KSHS's Teaching & Learning Support (TALS) unit - the AARA application will be completed by the school
- 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: 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
- an explanation 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 the KSHS Senior Schooling office (A Block) or from the school website.

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



STEP 2: Submit documentation to the KSHS Senior Schooling office (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:

- negotiate with student and carers 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 through the QCAA Portal



STEP 3: Notify relevant stakeholders of AARA arrangements

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

- inform students and carers of the outcome of the application
- 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 2019 v1.1](#).

Should students and carers have any questions in relation to making an AARA application, please contact the KSHS Senior Schooling office - pstro3@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 <u>possible adjustments</u>	<u>Supporting documentation</u> required from student	<u>Currency</u> of supporting documentation + <u>Cut-off</u> for application	
			Internal assessment <i>(All assessment undertaken at school throughout Years 11 & 12, excluding the external assessment)</i>	External assessment <i>(conducted mid-October - mid-November, Year 12)</i>
Cognitive <i>Examples only:</i> <ul style="list-style-type: none"> attention deficit disorder attention deficit hyperactivity disorder autism spectrum disorder neurological impairments 	<i>For examinations:</i> <ul style="list-style-type: none"> 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 <i>For non-examination assessment:</i> <ul style="list-style-type: none"> time extensions separate venue 	<ul style="list-style-type: none"> Education Adjustment Program (EAP) verification <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> medical report <i>(template available at Senior Schooling office or from school website)</i>	<p>Long term conditions:</p> <ul style="list-style-type: none"> <i>currency:</i> no earlier than 1 January of the year of the student's Year 10 enrolment <i>applications due:</i> end of week 5, Term 3, Year 11 (16 August, 2019) <p>Short-term /temporary conditions: <i>(note: includes mental health conditions such as anxiety & depression)</i></p> <ul style="list-style-type: none"> <i>currency:</i> no earlier than six months prior to the relevant assessment <i>applications due:</i> as soon as possible before the assessment event 	<p>Long term conditions:</p> <ul style="list-style-type: none"> <i>currency:</i> no earlier than 1 January of the year of the student's Year 10 enrolment application due: end of Term 1, Year 12 <p>Short-term/temporary conditions: <i>(note: includes mental health conditions such as anxiety & depression)</i></p> <ul style="list-style-type: none"> <i>currency:</i> no earlier than 1 April of the assessment year. An additional, updated medical report may be required for short-term conditions unlikely to resolve before mid-October, <i>applications due:</i> end of Week 5, Term 3, Year 12
Physical <i>Examples only:</i> <ul style="list-style-type: none"> diabetes epilepsy motor coordination disorders (e.g. agraphia/dysgraphia) injury & recent surgery arthritis cerebral palsy chronic fatigue syndrome recurrent illness 				
Sensory <i>Examples only:</i> <ul style="list-style-type: none"> vision impairment hearing impairment speech language disorder 				
Social/Emotional <i>Examples only:</i> <ul style="list-style-type: none"> anxiety/depression post-traumatic stress disorder bereavement 				
<u>Illness & Misadventure</u> <i>For illnesses & events which:</i> <ol style="list-style-type: none"> are unforeseen & beyond the student's control; have adversely affected the student are a situation not of the student's or their carer's own choosing (e.g. family holiday); & are not covered by a pre-existing AARA category 	<i>For internal assessment:</i> <ul style="list-style-type: none"> sit comparable exam time extension <i>For external assessment:</i> <ul style="list-style-type: none"> no alternate arrangements 	<i>For illness:</i> <ul style="list-style-type: none"> medical report <i>(template available at Senior Schooling office or from school website)</i> <i>For misadventure:</i> <ul style="list-style-type: none"> written evidence from independent professional or third party; e.g. police report 	<i>For internal assessment:</i> <ul style="list-style-type: none"> 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 Where relevant, if submitted <i>after</i> the assessment event, application is to be submitted before confirmation of student work by the QCAA (<i>contact KSHS Senior Schooling office for precise details</i>) <i>For external assessment:</i> <ul style="list-style-type: none"> documentation must cover the date of the assessment for which the application is made can be submitted from 14 days before the assessment event to 7 days after 	