



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



STEP 2: **Submit documentation to the KSHS Senior Schooling Coordinator – A Block Staffroom – 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



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 2024 v5.0](#)

Should students or their guardians have any questions in relation to making an AARA application, please contact the Senior Schooling Coordinator – Chris Collier ccoll233@eq.edu.au or 3327 1519.

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

Eligibility category (QCAA Eligibility guide)	Examples of possible adjustments	Supporting documentation required from student	Currency of supporting documentation + cut off 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 disorderattention deficit hyperactivity disorderautism spectrum disorderneurological impairments	<u><i>For examinations:</i></u> <ul style="list-style-type: none">use of a computerextra timerest breaksseparate supervision/venueassistance / use of scribeease of access to toilet facilitiesliquid and bite-sized foodmedication and watermonitoring equipmentassistive technology; e.g. amplification system; magnification applicationsalternative format papers; e.g. increased font size; black & white imagesother (medical report to specify) <u><i>For non-examination assessment:</i></u> <ul style="list-style-type: none">time extensionsseparate venue	<ul style="list-style-type: none">Supporting documentation provided to Teaching & Learning Support team or <ul style="list-style-type: none">medical report <i>(Template available at Senior Schooling office or from school website)</i> 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: <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 1, Year 11 Short-term /temporary conditions: <i>(Note: includes mental health conditions such as anxiety & depression)</i> <ul style="list-style-type: none"><i>currency:</i> applications are only valid for a maximum of 6 months from the date of the documentation<i>applications due:</i> as soon as possible before the assessment event	Long term conditions: <ul style="list-style-type: none"><i>currency:</i> documentation for long term conditions will include coverage for external exams Short-term/temporary conditions: <i>(note: includes mental health conditions such as anxiety & depression)</i> <ul style="list-style-type: none"><i>currency:</i> Documentation must be received dated after 1st May in the Year 12.
Physical <i>Examples only:</i> <ul style="list-style-type: none">diabetesepilepsymotor coordination disorders (e.g. agraphia/dysgraphia)injury & recent surgeryarthritiscerebral palsychronic fatigue syndromerecurrent illness				
Sensory <i>Examples only:</i> <ul style="list-style-type: none">vision impairmenthearing impairmentspeech language disorder				
Social/Emotional <i>Examples only:</i> <ul style="list-style-type: none">anxiety/depressionpost-traumatic stress disorderbereavement				
Illness & Misadventure <i>For illnesses & events which:</i> <ol style="list-style-type: none">are unforeseen & beyond the student’s control;have adversely affected the studentare 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	<u><i>For internal assessment:</i></u> <ul style="list-style-type: none">sit comparable examtime extension <u><i>For external assessment:</i></u> <ul style="list-style-type: none">no alternate arrangements	<u><i>For illness:</i></u> <ul style="list-style-type: none">medical report <i>(Template available at Senior Schooling office or from school website)</i> <u><i>For misadventure:</i></u> <ul style="list-style-type: none">written evidence from independent professional or third party; e.g., police report	<u><i>For internal assessment:</i></u> <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 possiblestudents should complete the ‘AARA extension application’ on the student SharePoint and upload relevant documentation <u><i>For external assessment:</i></u> <ul style="list-style-type: none">documentation must cover the date of the assessment for which the application is made and include specific details of the illness/incident	