

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 AARA@kenmoreshs.eq.edu.au.

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

<u>Eligibility category (QCAA Eligibility guide)</u>	<u>Examples of possible adjustments</u>	<u>Supporting documentation required from student</u>	<u>Currency of supporting documentation + cut off for application</u>	
			<u>Internal assessment</u> <i>(All assessment undertaken at school throughout Years 11 & 12, excluding the external assessment)</i>	<u>External assessment</u> <i>(Conducted mid-October - mid-November, Year 12)</i>
<p>Cognitive <i>Examples only:</i></p> <ul style="list-style-type: none"> attention deficit disorder attention deficit hyperactivity disorder autism spectrum disorder neurological impairments 	<p><i>For examinations:</i></p> <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 other (medical report to specify) <p><i>For non-examination assessment:</i></p> <ul style="list-style-type: none"> time extensions separate venue 	<ul style="list-style-type: none"> Supporting documentation provided to Teaching & Learning Support team <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> medical report <p><i>(Template available at Senior Schooling office or from school website)</i></p> <p>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</p>	<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 1, Year 11 	<p>Long term conditions:</p> <ul style="list-style-type: none"> <i>currency:</i> documentation for long term conditions will include coverage for external exams
<p>Physical <i>Examples only:</i></p> <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 				
<p>Sensory <i>Examples only:</i></p> <ul style="list-style-type: none"> vision impairment hearing impairment speech language disorder 				
<p>Social/Emotional <i>Examples only:</i></p> <ul style="list-style-type: none"> anxiety/depression post-traumatic stress disorder bereavement 				
<p>Illness & Misadventure <i>For illnesses & events which:</i></p> <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 	<p><i>For internal assessment:</i></p> <ul style="list-style-type: none"> sit comparable exam time extension <p><i>For external assessment:</i></p> <ul style="list-style-type: none"> no alternate arrangements 	<p><i>For illness:</i></p> <ul style="list-style-type: none"> medical report <p><i>(Template available at Senior Schooling office or from school website)</i></p> <p><i>For misadventure:</i></p> <ul style="list-style-type: none"> written evidence from independent professional or third party; e.g., police report 	<p><i>For internal assessment:</i></p> <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 students should complete the 'AARA extension application' on the student SharePoint and upload relevant documentation <p><i>For external assessment:</i></p> <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 	<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> 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 <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> Documentation must be received dated after 1st May in the Year 12.