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# AARA

## Access Arrangements & Reasonable Adjustments Application Pack

**Inside this pack:**

- Letter
- Parent Fact sheet
- Application form (incl. details about medical information requirements)
- Medical Template (provided as guide for medical practitioner if required)

**Please return completed application with supporting documents to  
HOD Senior School QCAA**

22 January 2025



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Dear Parent/Guardian

### **QCAA – ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS (AARA)**

In order to support your child, the Queensland Curriculum and Assessment Authority (QCAA) has developed a statewide process called Access Arrangements and Reasonable Adjustments (AARA).

Should your child wish to have an AARA put in place to support them with their senior assessment items and external exams, we ask that you have the attached medical report completed by a medical practitioner and returned to the Head of Department Senior Schooling QCAA. This will enable the College to submit these requirements to the QCAA on time. If you have concerns around highly sensitive / confidential information, we can arrange for you to meet directly with our Guidance Officers or Principal to maximise confidentiality.

Some common reasons to require an AARA could include, but are not limited to:

- Cognitive (Dyslexia, ASD, ADHD, Dysgraphia or Auditory Processing Disorder);
- Physical (Diabetes, Epilepsy, Chronic Fatigue Syndrome, MS, broken bones or misadventure);
- Sensory (Hearing, speech or vision impairments); and
- Social/emotional (Anxiety, PTSD or depression).

Some common adjustments that can be made include, but are not limited to:

- Extra time (five minutes per half hour) for exams;
- Varied seating arrangements;
- Rest breaks (five minutes per half hour) for exams;
- The ability to bring food or additional assistive equipment into an exam; and
- Extensions on assessment items.

Additional information outlining the AARA process can be found on the next page of this letter.

Yours sincerely,

Gené Riley  
Head of Department  
Senior Schooling – QCAA

Philippa Walker  
Deputy Principal  
QCAA

Greg Prestwidge  
Principal  
Secondary Campus

## **Access Arrangements and Reasonable Adjustments (AARA)**

The QCAA recognises that some students may have disability impairment and/or medical conditions, or experience other circumstances that may be a barrier to their performance in assessment. Access arrangements and reasonable adjustments (AARA) are designed to assist these students.

### **Eligibility for AARA**

AARA are provided to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment.

These barriers fall into three broad categories:

- Permanent;
- Temporary; and
- Intermittent.

The QCAA uses broad application categories for AARA eligibility:

- Cognitive;
- Physical;
- Sensory; and
- Social/emotional.

The application of AARA to student assessment is based on the functional impact of the condition for which AARA are sought. Students with the same condition may experience highly varied impacts on their education, and their ability to demonstrate their learning, knowledge and skill in assessments.

### **Applying for AARA**

- Step 1: Read Section 6 of the *QCE and QCIA policy and procedures handbook* to determine whether or not your child is eligible for an AARA.
- Step 2: Discuss with the relevant stakeholders (Curriculum HOD/Guidance Officer/Senior Schooling HOD and Deputy Principal) what access and adjustments may be required.
- Step 3: Complete all of the necessary documentation.
- Step 4: Return the completed documentation to the HOD Senior Schooling – QCAA as soon as possible.

Early AARA applications are recommended to ensure timely decisions and confidence for students.

### **The following documentation is required when submitting an AARA application:**

- School statement;
- Medical report (document attached);
- Evidence of verified disability;
- Other relevant evidence such as teacher observations, results from standardised academic testing and, where the condition is not medical, other relevant official documentation, e.g. police reports, official notices.

### **Ineligibility for AARA**

Students are **not** eligible for AARA on the following grounds:

- Unfamiliarity with the English language;
- Teacher absence or other teacher-related difficulties;
- Matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations);
- Matters of the student's or parent's/guardian's own choosing (e.g. family holidays); and
- Matters that the school could have avoided (e.g. incorrect enrolment in a subject).

# Access arrangements and reasonable adjustments (AARA) Year 11 and 12

This fact sheet provides information about the AARA process. The Queensland Curriculum and Assessment Authority (QCAA) recognises that some students have disability, impairment and/or medical conditions, or experience other circumstances that may be a barrier to their performance in assessment. Access arrangements and reasonable adjustments (AARA) are designed to assist these students through minimising barriers for eligible students to demonstrate their learning, knowledge and skill in assessment.

## QCAA stipulate:

- Year 11 AARA are **school based decisions** made in line with QCAA guidelines
- Year 12 AARA applications are submitted to QCAA for **approval**

Guidelines stipulate that schools make decisions about AARA for **Units 1 and 2 (Year 11)**. They ensure that for Applied, Applied (Essential) and General subjects, the AARA implemented for an eligible student for assessment in Units 1 and 2 are aligned to those that are available for summative assessment in **Units 3 and 4 (Year 12)**.

The provision of AARA for assessment in Units 1 and 2 by a school is not a guarantee that students will be provided the same access or the same adjustments for assessment in Units 3 and 4.

## Steps for Access

1. Student and/or parent enquiries to HOD SS QCAA to collect AARA application. AARA information posted on website, social media and through student assemblies.
2. HOD Senior School QCAA receives AARA application and supporting documents to establish eligibility and meet QCAA submission dates. School contacts parent if further evidence required.
3. HOD Senior School QCAA relays confirmation of eligibility for AARA to HOD and teachers using AARA template ready for implementation.
4. HOD Senior School notifies student/parent of AARA outcome. School retains supporting documentation.

## Eligibility for AARA

AARA are provided to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment.

These barriers fall into three broad categories:

- permanent
- temporary
- Intermittent.

## Ineligibility

Students are **not** eligible for AARA on the following grounds:

- unfamiliarity with the English language
- teacher absence or other teacher-related difficulties
- matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations)
- matters of the student's or parent's/carer's own choosing (e.g. family holidays)
- matters that the school could have avoided (e.g. incorrect enrolment in a subject).

## IMPORTANT

Early applications for all AARA are recommended to ensure timely decisions and confidence for students.

- Applications submitted close to the due date for assessment should not be for known long term conditions.
- Applications for AARA for long term conditions should be submitted at earliest possible time upon diagnosis.

## Supporting Documentation

**Please note: supporting documentation must be included with your AARA application for consideration of submission as per QCAA guidelines.**

### Medical report:

To make an informed decision about an AARA application, the QCAA requires a medical report that includes the following details:

- the illness, condition or event (including details of a diagnosis, where applicable)
- date of onset or occurrence of the disability; illness and/or medical condition (must cover date of assessment)
- symptoms, treatment or course of action related to the medical condition or event
- explanation of the probable effect of the illness, condition or event on the student's participation in the assessment, particularly timed assessment when considering timed assessment
- professional recommendations regarding AARA

The medical report must be completed by a relevant practitioner who is a general practitioner (GP), medical specialist, or psychologist (registered under Queensland's *Medical Practitioners Registration Act 2001* and/or Queensland's *Psychologists Registration Act 2001*), and who is not related to the student or employed by the school.

### Non-Medical Supporting Documentation:

- for non-medical claims, must be written evidence from a relevant independent professional or other independent third party, such as a witness or police report
- Supporting documentation must cover the date of the assessment for which the application is made

# Chancellor State College AARA Application Form



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***This form must be completed by all students and parents wishing to apply for AARA.  
Completed application must include required documentation.***

AARA are planned and negotiated as early as possible so that eligible students are supported appropriately to participate in, and complete the requirements for, a course of study and assessment.		
Name:	Year Level:	
Date of Birth:		
Application Date:		
<b>Period Applied for</b>	Start Date:	End Date:
Subject(s):	All Subjects:	
<b>Which AARA category do you wish to apply for?</b>		
AARA Category	Documentation Required ***Please see over page for documentation requirements***	Documentation Provided
<input type="checkbox"/> <b>Cognitive</b> (e.g. Intellectual disability; learning disorder)	<ul style="list-style-type: none"> <li>• Medical report</li> <li>• EAP verification covering Unit 3 and 4 assessments</li> <li>• School statement</li> </ul>	YES / NO
<input type="checkbox"/> <b>Physical</b> (e.g. Physical injury or disability)	<ul style="list-style-type: none"> <li>• Medical report or</li> <li>• EAP verification covering Unit 3 and 4 assessments</li> <li>• School Statement</li> </ul>	YES / NO
<input type="checkbox"/> <b>Sensory</b> (e.g. Autistic Spectrum Disorders)	<ul style="list-style-type: none"> <li>• Medical report or</li> <li>• EAP verification covering Unit 3 and 4 assessments</li> <li>• School statement</li> </ul>	YES / NO
<input type="checkbox"/> <b>Social/Emotional</b> (e.g. Anxiety, depression)	<ul style="list-style-type: none"> <li>• Medical report or</li> <li>• EAP verification covering Unit 3 and 4 assessments</li> <li>• School statement</li> </ul>	YES / NO
<input type="checkbox"/> <b>Illness and/or Misadventure</b> (e.g. Sickness; accident; unexpected event)	<ul style="list-style-type: none"> <li>• Medical report or</li> <li>• Supporting Documentation (other)</li> </ul>	YES / NO
Please briefly describe the situation that is impacting your child's learning.		
Parent Signature		Student Signature
<b>Office Use Only</b>		
Application complete YES / NO		Principal Approved / QCAA Approved
Parent, student, HOD informed of decision YES / NO		AARA recorded YES / NO

# Confidential medical report

## Access arrangements and reasonable adjustments (AARA)

The QCAA requires a medical report for medical claims for AARA or illness and misadventure. Medical reports may only be completed by the student's general practitioner (GP), medical specialist, or psychologist (registered under Queensland's *Health Practitioner Regulation National Law Act 2009*). The health professional providing a report must not be related to the student or employed by the school. The information provided needs to be current and relate to the relevant assessment period.

Information provided in this report is treated in strictest confidence and is used only for the purpose of determining the AARA application.

If the health professional does not use this report form, they must supply a current medical report containing all of the following information.

This page is to be completed by the student and their parent/carer

Student details			
Student name			
LUI			
School			
<b>FOR</b> If you are unsure, see <b>About this report</b> , on the last page.	<input type="checkbox"/> <b>AARA</b> (for existing and chronic conditions) Health professionals complete: <ul style="list-style-type: none"><li>• Part A</li><li>• Part B — AARA</li><li>• Health professional details.</li></ul>	<b>OR</b>	<input type="checkbox"/> <b>Illness and misadventure</b> (for unforeseen circumstances) Health professionals complete: <ul style="list-style-type: none"><li>• Part A</li><li>• Part C — Illness and misadventure</li><li>• Health professional details.</li></ul>
<b>I give permission for my health professional to provide information concerning this application to the QCAA, if required.</b>			
Student signature:		Date:     /     /	
Parent/carer signature: (if student is under 18)		Date:     /     /	

The school will submit this completed report as part of an AARA application via the QCAA Portal.

When completed, QCAA classification = SENSITIVE (PERSONAL INFORMATION)

The information you provide on this form is being collected and used in relation to the functions and powers prescribed under Part 2 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014*. The information will be accessed by QCAA staff and handled in accordance with the *Information Privacy Act 2009*. Information held by the QCAA is subject to the *Right to Information Act 2009*.



# Part A

This section is to be completed *only* by the health professional (all applications)

<b>Student name</b>	
<b>Diagnosis</b>	
<b>Date of diagnosis</b>	/ /
<b>Date of occurrence/onset</b>	/ /
<b>Provide a brief history of the student's disability, impairment and/or medical condition, including symptoms</b>	

**Is the student currently receiving treatment? Please indicate**

**Comment on the probable effect of this disability, impairment and/or medical condition on this student's capacity to complete timed assessment**

## Part B — AARA

This section is to be completed *only* by the health professional (applications relevant to existing and chronic conditions)

**Comment on how the disability, impairment and/or medical condition would affect this student's daily functioning in the classroom**

**Professional recommendations for assessment adjustments**

# Health professional details

<b>Name</b>	
<b>Profession</b>	
<b>Phone</b>	
<b>Specialty/qualifications</b> (if applicable)	
<b>Place of work</b>	
<b>Registration number</b>	
<b>Practice stamp</b> (if applicable)	
<b>Signature:</b>	<b>Date:</b> /     /

**Electronic signature:** If this document is completed electronically, by completing the fields above and inserting the signatory's name, the signatory agrees that this becomes a signed document pursuant to section 14 of the *Electronic Transactions (Queensland) Act 2001*.

## About this report

### Access arrangements and reasonable adjustments (AARA)

Some students may have disability, impairment and/or medical conditions, or experience other circumstances that may be a barrier to their performance in assessment. Access arrangements and reasonable adjustments (AARA) are designed to assist these students. For more information, visit [www.qcaa.qld.edu.au/senior/assessment/aara](http://www.qcaa.qld.edu.au/senior/assessment/aara).

### Illness and misadventure

Students may also experience unforeseen circumstances that may be a barrier to their performance in assessment, such as a significant deterioration of an existing medical condition, or experiencing a natural disaster, accident or significant cultural obligation. These students may be eligible for illness and misadventure adjustments.

### Submitting this report

The medical professional should return this form to their patient. The school will submit the report as part of an AARA application via the QCAA Portal.