

Fact Sheet

Access arrangements and reasonable adjustments (AARA)



Under the new senior assessment system, *Special Provisions* are now called *Access Arrangements and Reasonable Adjustments (AARA)*.

The QCAA recognises that some students have a disability, impairment and/or medical condition, or experience other circumstances that may be a barrier to their performance in assessment. AARA are designed to assist these students through minimising barriers for eligible students to demonstrate their learning, knowledge and skill in assessment.

QCAA Guidelines stipulate that **schools** make decisions about AARA for Units 1 and 2. The guidelines ensure that AARA used in Units 1 and 2 align with available adjustments for Units 3 and 4. These guidelines can be found at www.qcaa.qld.edu.au.

NB: Approval of AARA arrangements by a school for Units 1 and 2 is not a guarantee that students will be provided the same AARA by QCAA for Units 3 and 4.

AARA Categories

AARA are provided to minimise, as much as possible, barriers for a student to read, respond to or participate in assessment. These barriers fall into two broad categories:

CATEGORY A: 1) permanent; 2) temporary; 3) intermittent

CATEGORY B: 1) cognitive; 2) physical; 3) sensory; 4) socioemotional

AARA Application Process

1. Student/guardian contacts Head of Department Senior Schooling to discuss eligibility. Students with a verified disability contact HOSES. Fact Sheet, Application Form, Confidential Student Statement pro forma and Confidential Medical Report pro forma.
2. Confidential medical report completed by GP.
3. Student submits Application Form, Confidential Student Statement and Confidential Medical Report to Head of Department Senior Schooling.
4. Unit 1 and 2 - Head of Department Senior Schooling meets with GO for final decision.
Unit 3 and 4 - Head of Department Senior Schooling submits AARA application to QCAA for approval.
5. Head of Department Senior Schooling informs student/guardian, GO and curriculum HODs of outcome of application.
6. Paper copy stored in student file; digital copy uploaded to OneSchool and QCAA Portal.

Due Date for known impairments - end of Term Three of Year 11

Applications to cover Illness and Misadventure will be accepted as circumstances arise.

Access arrangements and reasonable adjustments (AARA) Application Form



STUDENT CHECKLIST:

- AARA Application form completed
- Confidential student statement completed
- Confidential medical report completed by qualified health professional (Part C only required for illness and misadventure)

Access arrangements and reasonable adjustments (AARA) Application Form



Date:	Student Name:	Year Level:
DETAILS OF APPLICATION (staff member to complete)		
AARA Category A	<input type="checkbox"/> Temporary	<input type="checkbox"/> Intermittent <input type="checkbox"/> Permanent
AARA Category B Tick One	DOCUMENTATION REQUIRED Tick which is supplied	
<input type="checkbox"/> Cognitive	<input type="checkbox"/> Confidential medical report	OR <input type="checkbox"/> EAP verification
<input type="checkbox"/> Physical	<input type="checkbox"/> Confidential medical report	OR <input type="checkbox"/> EAP verification
<input type="checkbox"/> Sensory	<input type="checkbox"/> Confidential medical report	OR <input type="checkbox"/> EAP verification
<input type="checkbox"/> Social	<input type="checkbox"/> Confidential medical report	OR <input type="checkbox"/> EAP verification
<input type="checkbox"/> Illness or misadventure	<input type="checkbox"/> Confidential medical report	OR <input type="checkbox"/> other documentation to support application
STUDENT SIGNATURE		PARENT/GUARDIAN SIGNATURE
Date:		Date:
HOD SENIOR SCHOOLING SIGNATURE		GUIDANCE OFFICER SIGNATURE
Date:		Date:
OFFICE USE ONLY		
AARA Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No (see over)		<input type="checkbox"/> Parent/guardian contact made
Saved to: <input type="checkbox"/> OS <input type="checkbox"/> QCAA Portal		

Access Arrangements and Reasonable Adjustments (AARA) Examples

INELIGIBILITY

Students are not eligible on the following grounds:

- unfamiliarity with the English language
- teacher absence or other teacher-related difficulties (eg – change of teachers)
- matters that the student could have avoided (eg – misreading an exam timetable or instructions, IT issues including lost or stolen USB/computer, non-curriculum based excursions, traineeships, apprenticeships or work experience)
- matters of the student's or parent's/guardian's own choosing (eg – family holiday)
- matters that the school could have avoided (eg – incorrect enrolment in a subject)
- sporting representative duties other than national level

EXAMPLES OF PRINCIPAL DECISIONS IN LINE WITH QCAA GUIDELINES

This is not an exhaustive list. Adjustment/s must still allow the student to demonstrate assessment objectives.

Examples include:

- re-scheduling (eg – car accident/influenza/funeral: complete at another time) NOTE: not applicable to external assessment
- how the instrument is presented to the student (eg - hearing impairment: written rather than verbal instructions)
- how the student responds (eg – dyspraxia: complete the assessment using a computer with approved software)
- time allowed (eg – ADHD: may have 5 minutes per half hour extra time provided in supervised assessment)
- environment in which the assessment is undertaken (eg – dyslexia: reader/scribe provided in another room with student)
- mode of the assessment (eg – diagnosed anxiety disorder: student presents to smaller/group/teacher at lunch or provides a pre-recorded response)

For more information, please contact the Head of Department Senior Schooling

Approved AARA Details

Approved Date Range	Conditions

Not Approved AARA Details

Approved Date Range	Conditions

SUBMIT COMPLETE AARA APPLICATION AND SUPPORTING DOCUMENTS TO THE HEAD OF DEPARTMENT SENIOR SCHOOLING IN B09

Comment on how the disability, impairment and/or medical condition affects your daily functioning in the classroom.

Describe how the disability, impairment and/or medical condition is a barrier to your access to the assessment and/or to your ability to communicate a response to assessment.

What kind of arrangements help you to be able to complete assessment, e.g. extra time, rest breaks, assistive technology?

Student signature:

Date: / /

**Parent/carer signature
(if student is under 18):**

Date: / /

Confidential medical report

Access arrangements and reasonable adjustments (AARA)

Medical reports may only be completed by the student's general practitioner (GP), medical specialist, or psychologist (registered under Queensland's *Medical Practitioners Registration Act 2001* and/or Queensland's *Psychologists Registration Act 2001*). 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 only used for the purpose of determining the student's 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.

For more information, refer to **About this report** on the last page.

Student details	
Student name:	
School:	
LUI:	
I give permission for my health professional to provide information concerning this application to the QCAA, if required.	
Student signature:	Date: / /
Parent/carer signature: (if student is under 18)	Date: / /

Are you applying for:

- Access arrangements and reasonable adjustments (for existing and chronic conditions)

Health professionals complete **Part A** and **Part B — AARA**, and complete and sign the **Health professional details**.

- Illness and misadventure (for unforeseen circumstances)

Health professionals complete **Part A** and **Part C — Illness and misadventure**, and complete and sign the **Health professional details**.

If you are unsure which to apply for, refer to **About this report** on the last page.

Submit this completed report as part of an AARA application via the QCAA Portal.

The information you provide on this form will be used for access arrangements and reasonable adjustments (AARA), which are designed to assist students with disability, impairment, medical conditions or other circumstances that may be a barrier to their performance in assessment. These procedures for these arrangements and adjustments are set out in the *QCE and QCIA policy and procedures handbook 2019 v 1.0*. Personal information will be accessed by authorised 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 **only** to be completed by the health professional.

Diagnosis:	
Date of diagnosis:	/ /
Date of occurrence/onset:	/ /
Provide a brief history of the student's disability, impairment and/or medical condition, including symptoms.	
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.

Health professional details

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

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.

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 QCAA requires a medical report for medical claims for AARA or illness and misadventure. Once complete, submit this report as part of an AARA application via the QCAA Portal.

Confidential school statement

Access arrangements and reasonable adjustments (AARA)

This school statement or a document containing the same information must be submitted with all applications for QCAA-approved AARA. The staff member most familiar with the needs of the student in relation to their disability, impairment and/or medical condition should prepare this statement. The information provided needs to be current and relate to the relevant assessment period. The details of currency for documentation can be found in Section 6.5.2 of the QCE and QCIA policy and procedures handbook.

Information provided in this statement is treated in the strictest confidence and is only used for the purpose of determining the student's AARA application.

Fill out all fields and sign the last page. Submit this statement as part of an AARA application via the QCAA portal.

Student details	
Student name:	
School:	
LUI:	

Comment on how the student's disability, impairment and/or medical condition affects their daily functioning in the classroom.

The information you provide on this form will be used for access arrangements and reasonable adjustments (AARA), which are designed to assist students with disability, impairment, medical conditions or other circumstances that may be a barrier to their performance in assessment. These procedures for these arrangements and adjustments are set out in the *QCE and QCIA policy and procedures handbook 2019 v1.0*. Personal information will be accessed by authorised 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*.

Describe how the disability, impairment and/or medical condition is a barrier to the student's access to the assessment and/or to the student's ability to communicate a response to assessment.

What kind of arrangements has the student used previously at school that help them to be able to complete timed assessment?

Staff member details	
Name:	
Role:	
Phone:	
School or organisation:	

Signature:

Date: / /