Access Arrangements and Reasonable Adjustments (AARA) – Senior

Short Term AARA information for Senior students

The Queensland Curriculum & Assessment Authority (QCAA) recognises that a student's participation in assessment may be adversely affected by disability, medical condition/s, or other circumstances outside of their control. Access arrangements and reasonable adjustments (AARA) are designed to assist these students.

What is AARA?

Criteria for Eligibility

Applying for an AARA - Short Term AARA

Absent due to Illness and Misadventure

Absent at an External Assessment (EA): Year 12 only

Short Term AARA Application Process for:

Applying for **AARA for absence to an Internal Assessment – Examination**

Applying for an **AARA for non-submission of an Internal Assessment task on the due date** ie: assignment, PSMT, project

Applying for an **extension to the final due date of an Internal Assessment** – ie: assignment, PSMT, project: due to absence during assessment period

Applying for an **AARA for absence to an External Assessment (EA)**

Other:

Extensions for draft due dates

Documents:

AARA Application Form

MacG AARA Medical Report (optional use for IA use only)

AARA Confidential Student Statement.pdf

AARA Confidential Medical Report (for EA use only)

Terminology:

IA – Internal Assessment (year 11 and year 12 school devised assessment tasks)

EA – External Assessment (completed in Term 4 of year 12, QCAA devised assessment tasks)

What is AARA?

Access arrangements and reasonable adjustments (AARA) are actions taken by the school so that an eligible student can participate in assessment on the same basis as other students. AARA processes are relevant to assessment in Applied, Applied (Essential), General, General (Extension), General (Senior External Examination) subjects and Short Courses.

Short-term AARA are available for students experiencing temporary illness, injury, or unforeseen circumstances that may affect their ability to complete assessment. These arrangements are designed to be timely and flexible, and applications must be supported by appropriate evidence (e.g. medical documentation) and submitted as soon as possible.

Some common provisions for approved Short Term AARA include:

- a scribe
- extensions to due dates
- the opportunity to undertake a comparable assessment for internal examinations missed due to short-term sickness or misadventure.

Criteria for Eligibility

A student who meets the criteria below, could be eligible for an AARA.

✓ Eligible
Short Term: • illness • misadventure (unforeseen circumstances that are outside of the student's control, ie: accident, death of a family member)

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

X Not Eligible
• unfamiliarity with the English language • teacher absence or other teacher-related difficulties • matters that the student could have avoided, ie: misreading an examination timetable, misreading instructions in examinations • timetable clashes • matters of the student's or parent's/carer's own choosing, ie: family holidays, sporting events • matters that the school could have avoided, ie: incorrect enrolment in a subject • technical issues ie: uploading of work, work not saved

Applying for an AARA – Short Term AARA

Students in Year 11 and Year 12 who wish to apply for an AARA for missed assessment must complete an application with supporting documentation.

AARA applications for absence due to:

- **Illness and Misadventure –** when a student is absent on the day of an examination and/or does not submit an extended writing task (ie: assignment, project) by the due date and time.
- **External Assessment (EA)** – Year 12 only

Short Term AARA for Illness and Misadventure

For when a **student is absent on the day of an examination** and/or **does not submit an extended writing task** (ie: assignment, project) **by the due date and time**.

Students whose ability to attend or participate in an assessment is adversely affected by illness or an unexpected event may need an AARA or illness and misadventure application.

The following principles apply:

- The illness or event is unforeseen and beyond the student's control, such as personal circumstance or emergent cultural obligation, e.g. summons/subpoena to appear in court, close family member's death/funeral, Sorry Business.
- The situation cannot be of the student's own choosing or that of their parents/carers, such as a family holiday, or something that the student could have avoided, such as misreading the examination timetable or examination instructions.
- AARA cannot be used to compensate for learning that has not occurred or to exempt a student from the learning or knowledge and skills requirements of a subject or course.

Applying for an AARA for absence to an Internal Assessment – Examination:

Students in Year 11 and Year 12 who wishes to apply for a short-term AARA must:

1. On the day of the examination, the student/caregiver completes and submits a **AARA Application Form** to the Head of Department Senior Secondary via AARA@macgregorshs.eq.edu.au
2. Student completes the examination on return to school.
3. Within 7 days, submit medical documentation from an independent health professional that covers the day of the missed exam. The medical documentation must include:
    - details of the illness, condition or event (including details of a diagnosis, where applicable)
    - date of diagnosis, onset or occurrence (including the period of time the illness or misadventure impacted ability to engage in learning)
    - treatment or course of action related to the condition or event, as relevant
    - explanation of the probable effect of the illness, condition or event on the student's participation in the assessment

    * Use of the **MacG AARA Medical Report** to record medical information is optional.
4. The student may wish to complete the AARA Confidential Student Statement to support their application (optional) AARA Confidential Student Statement.pdf
5. Submit all documentation to the Senior Schooling Head of Department via AARA@macgregorshs.eq.edu.au

Applying for an AARA for non-submission of an Internal Assessment task on the due date ie: assignment, PSMT, project:

Students in Year 11 and Year 12 who wish to apply for an AARA must:

1. On the day the Internal Assessment task is due for submission, the student/caregiver completes and submits a **AARA Application Form** to the Senior Schooling Head of Department via AARA@macgregorshs.eq.edu.au
2. Student submits the assessment task by 8:45 am on the following school day.
3. Within 7 days, submit medical documentation* to support the AARA application, from an independent health professional that includes:
    - details of the illness, condition or event (including details of a diagnosis, where applicable)
    - date of diagnosis, onset or occurrence (including the period of time the illness or misadventure impacted ability to engage in learning)
    - treatment or course of action related to the condition or event, as relevant
    - explanation of the probable effect of the illness, condition or event on the student's participation in the assessment

    * Use of the **MacG AARA Medical Report** to record medical information is optional.
4. The student may wish to complete the AARA Confidential Student Statement to support their application (optional) AARA Confidential Student Statement.pdf
5. Submit all documentation to the Senior Schooling Head of Department via AARA@macgregorshs.eq.edu.au

Applying for an extension to the final due date of an Internal Assessment

ie: assignment, PSMT, project: due to absence for illness or misadventure during the assessment period

If a student is applying for an **extension to the final due date of an IA assessment task**, in accordance with our Assessment Policy, the student must have missed a minimum of 3 consecutive lessons from that subject within the assessment period (ie: from the date that the assessment was handed out, to the date the assessment is due). Supporting documentation must be submitted that supports and provides justification for this period of absence during the assessment period.

Students in Year 11 and Year 12 who wish to apply for an AARA for an extension of the final due date must:

1. Submit a **AARA Application Form** with supporting medical documentation**, at least 2 days prior to the due date of the assessment** to the Senior Secondary Head of Department via AARA@macgregorshs.eq.edu.au

    Medical documentation from an independent health professional that can justify the days missed during the assessment period. The medical documentation* must include:
    - details of the illness, condition or event (including details of a diagnosis, where applicable)
    - date of diagnosis, onset or occurrence date of diagnosis, onset or occurrence (including the period of time the illness or misadventure impacted ability to engage in learning)
    - treatment or course of action related to the condition or event, as relevant
    - explanation of the probable effect of the illness, condition or event on the student's participation in the assessment.

    * Use of the **MacG AARA Medical Report** to record medical information is optional.

2. The student may wish to complete and submit the AARA Confidential Student Statement to support their application (optional) AARA Confidential Student Statement.pdf
3. Student submits assessment by the approved adjusted due date, as advised by the Senior Schooling Head of Department in the communication.

Extensions for draft due dates

- At least two days prior to the due date of the assessment task, the student discusses an extension with the class teacher and faculty Head of Department.
- Medical documentation to justify the absence of a minimum of 3 consecutive lessons from that subject, will be required for an extension to be negotiated.
- The faculty Head of Department will communicate the outcome of this decision to the student and parent/carer.
- An AARA application from is not required to be submitted.

Short Term AARA for absence to an External Assessment (EA): Year 12 only

To receive a result in a General (Senior External Examination) subject, students must complete the Senior External Examination. EA exams **cannot** be rescheduled.

For written exam: No alternative arrangements can be made if a student does not attend a scheduled written examination.

For oral component of an exam: A student who cannot attend the oral component of a language examination must notify the QCAA as soon as possible. If the reason for non-attendance is illness or misadventure, it may be possible to arrange a telephone examination for the oral component ***only***.

Students who are sick at the time of **external assessment** may submit an illness and misadventure application if they:

- are unable to attend the assessment, or
- attend and feel that their performance was adversely affected by an illness or misadventure event

Applying for an AARA for absence to an External Assessment (EA):

Students must complete and submit the QCAA AARA Confidential Medical Report in support of AARA for illness and misadventure applications.

1. The student/caregiver completes and submits a **AARA Application Form** to the Senior Schooling Head of Department via AARA@macgregorshs.eq.edu.au
2. Complete and submit page 1 and Part B and Part C of the **AARA Confidential Medical Report** Note: illness and misadventure applications are to be submitted from 14 days before the start of the external assessment period to seven days after the student's final assessment.
3. Submit the completed application (application form and medical documentation) to the Senior Schooling Head of Department via AARA@macgregorshs.eq.edu.au
4. The school submits the completed application to the QCAA.
5. The Senior Secondary Head of Department will communicate the QCAA decision to the student/caregiver.