

Years 7–10 AARA Application Process

Access Arrangements and Reasonable Adjustments (AARA)

Purpose: AARA supports students whose ability to complete assessment is affected by illness, bereavement, misadventure, disability, mental health needs, a school activity or other eligible circumstances. Adjustments are considered case by case and must maintain the integrity of the assessment.

1. Determine the type of AARA

SHORT-TERM AARA	LONG-TERM AARA
Used when a temporary circumstance affects one or more assessment items. Examples include illness, bereavement, misadventure, a school activity or a short-term social/emotional concern. The public Years 7–10 Short-Term AARA Application Form is completed by the student and parent/caregiver and returned to the school via email.	Used when an ongoing, verified or significant condition is likely to affect assessment across an extended period. Examples include a verified disability, an ongoing medical condition or a diagnosed mental health condition. Long-term AARA forms are completed by school staff, usually Inclusion staff or a Guidance Officer. This form is not publicly available. Parents may make a request for a Long-Term AARA by contacting the JS/MS HOD, Guidance Officer, or Head of Inclusion.

2. Short-Term AARA Application Process

The Short-Term AARA Application Form can be downloaded from the school website: [Click Here](#). Printed copies may also be requested from the Junior Secondary or Middle Secondary Head of Department, Deputy Principal or Guidance Officer.

1	Step 1 – Identify the need The student or parent/caregiver should contact the relevant subject teacher, faculty Head of Department, Junior Secondary/Middle School Head of Department, Guidance Officer or Deputy Principal as soon as it becomes clear that assessment may be affected.
2	Step 2 – Complete the application form Complete the student details and identify the reason for the application. The student and parent/caregiver must sign the acknowledgement section.
3	Step 3 – Attach supporting evidence Provide evidence appropriate to the circumstances. Applications cannot be properly considered without sufficient supporting information.

4	Step 4 – List all affected assessment Include each subject and assessment item affected, the teacher, lessons missed and the original due date.
5	Step 5 – Submit the application Return the completed form and evidence to the Junior Secondary or Middle School Head of Department in E Block, or email it to aara@macgregorshs.eq.edu.au
6	Step 6 – School review and decision The relevant Head of Department consults with teachers, faculty Heads of Department and other staff as required. The student, parent/caregiver and relevant staff are then advised of the outcome and any approved adjustment or new submission date.

Supporting evidence for short-term applications

Reason	Typical evidence required
Bereavement	Parent/caregiver note outlining the special circumstances.
Illness or injury	Medical certificate.
Misadventure (unavoidable incident)	Parent/caregiver note outlining the special circumstances and any other relevant evidence.
School activity	Confirmation of participation, such as a school sporting, performing arts or other approved activity.
Social/emotional circumstances	Medical certificate or written endorsement from the Guidance Officer.

3. Absence from a Scheduled Exam

- A student who misses a test or examination should notify the school and submit a Short-Term AARA application with appropriate supporting evidence as soon as possible.
- The application must be submitted no later than seven days after the original assessment date.
- The subject teacher and faculty Head of Department will arrange the next available opportunity for the student to sit the assessment. Depending on the circumstances, this may occur before or after the AARA application has been submitted and approved.
- Where the student completes the assessment before the AARA is approved, the assessment will not be marked or included in the student's results until approval has been confirmed by the Junior Secondary or Middle School Head of Department.
- Where a student is absent and no reasonable supporting documentation is provided, the assessment may be recorded as Not Rated (NR).

4. Extension for Assignments

- Students should apply for an AARA as soon as they know they may not be able to submit an assignment on time.
- Wherever possible, the application should be submitted before the due date.
- Being absent from school on the due date does not automatically mean an extension will be approved. If the assignment can be submitted online, students should still submit it unless they are too unwell or otherwise unable to do so.
- If a student is unwell on the due date, they should submit the assignment as soon as they are able – even if the AARA application hasn't been submitted.
- The length of an extension will depend on how long the student was affected. For example, if a student is unwell only on the due date but waits a week to submit the assignment and apply for AARA, the application may not be approved, as only a 24-hour extension would have been reasonable.
- Students should not assume an extension has been approved until they receive confirmation from the Junior Secondary or Middle School Head of Department.
- If the application is not approved, the school may use the work completed by the original due date, such as a draft, in line with the school's assessment policy.

5. Long-Term AARA Application Process

Important: The long-term AARA form is an internal school document and is not available on the school website. It is completed by school staff, usually Inclusion staff or a Guidance Officer, in consultation with the student, family and relevant staff.

Verified disability or diverse learning need

Inclusion staff coordinate the application and review the student's approved adjustments. Existing adjustments are reviewed and updated as required, generally at least annually.

Ongoing medical condition

The student or parent/caregiver should contact the Junior Secondary/Middle School Head of Department, Guidance Officer or Deputy Principal and provide current medical documentation. The appropriate staff member will coordinate the internal application.

Mental health condition

The student or parent/caregiver should contact the Guidance Officer and provide relevant medical documentation. The Guidance Officer coordinates the internal application and consultation process.

Implementation and review

Approved adjustments are communicated to relevant staff, recorded through school processes and reviewed when circumstances, evidence or assessment demands change.

6. Timelines and Submission

Apply early	Applications should be made before the assessment due date wherever possible.
Final timeframe	A short-term application must be made no later than one week from the original assessment date. Missed examination applications must also meet the seven-day notification timeframe described above.
Submit to	Junior Secondary or Middle School Head of Department, E Block, or aara@macgregorshs.eq.edu.au.

7. Key Responsibilities

Person/Team	Responsibility
Student and parent/caregiver	Raise concerns early, complete and sign short-term applications, provide supporting evidence and communicate with the school.
Subject teacher and faculty HOD	Discuss the impact on assessment, provide task information, consider suitable adjustments and negotiate practical arrangements.
JS/MS HOD	Coordinate and approve short-term applications, consult relevant staff and communicate outcomes.
Inclusion staff	Coordinate long-term AARA for students with verified disability or diverse learning needs and review adjustments.
Guidance Officer	Coordinate applications related to diagnosed or ongoing mental health needs and contribute to other long-term applications as appropriate.
Deputy Principal	Provide oversight, support complex cases and contribute to decisions where required.

Submitting an application does not automatically guarantee approval. Each application is considered in line with school assessment policy and the evidence provided.