



MacGregor State High School

Access Arrangements and Reasonable Adjustments (AARA)

Senior (11/12) AARA Application Form – Short Term

SHORT TERM AARA APPLICATION DETAILS (e.g. Missed Exam/s and/or one-off Extension to Final Due Date)

Only fill in this page where you are applying for a Short Term AARA

STUDENT NAME:	YEAR LEVEL:	DATE:
	11 / 12	

Reason for Application (select from the reasons below):	
<input type="checkbox"/> Extension of time for assessment instrument/s due to absence <input type="checkbox"/> Absence from a scheduled exam	<input type="checkbox"/> Access arrangement to make assessment more accessible <input type="checkbox"/> Reasonable adjustment for student with disabilities

Eligibility criteria (select from the conditions and categories below):			
Timeframe	Category		
<input type="checkbox"/> Temporary (Short Term) <input type="checkbox"/> Intermittent (Short/Long Term) <input type="checkbox"/> Permanent (Long Term)	<input type="checkbox"/> Cognitive <input type="checkbox"/> Physical <input type="checkbox"/> Representative Sport (early completion)	<input type="checkbox"/> Sensory <input type="checkbox"/> Social/Emotional	<input type="checkbox"/> Illness/Misadventure (e.g. Bereavement)

Reason for application: Information regarding how the student’s ability to complete assessment is affected

SUPPORTING EVIDENCE AND DOCUMENTATION: Only applications with third party, supporting evidence will be considered. It is the parents/carers and student’s responsibility to organise the supporting evidence.
<input type="checkbox"/> Current Verified Disability with an endorsed Educational Adjustment Plan (EAP) OR <input type="checkbox"/> A medical report from a general practitioner, medical specialist or psychologist who is not related to me (a QCAA Medical Report Template is available to download from the school website) OR <input type="checkbox"/> A funeral notice or equivalent demonstrating impact on the due dates OR <input type="checkbox"/> A third party signed statement (not the student/parent/carer) OR <input type="checkbox"/> Other, please specify: _____

Parent / Caregiver Acknowledgement	
I have discussed the grounds for this application with my child and I support the request for additional support. I acknowledge that this is merely a request and is subject to approval from the Deputy Principal in line with school and Queensland Curriculum and Assessment Authority procedures.	
STUDENT SIGNATURE AND DATE	PARENT/CAREGIVER SIGNATURE AND DATE
Date: ___/___/___	Date: ___/___/___

STUDENT CHECKLIST:	<input type="checkbox"/> AARA application completed <input type="checkbox"/> Medical Report/Relevant documentation attached <input type="checkbox"/> Submit completed AARA application and supporting documents to Senior Schooling (E Block) or via email to: aara@macgregorshs.eq.edu.au using the subject line: Senior AARA Application	<input type="checkbox"/> Student signature <input type="checkbox"/> Parent/Caregiver signature
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AARA request for assessment in the following subjects:				
Subject	Assessment Task	Original Due Date	Teacher	No. of lessons missed (in Assessment Period)

OFFICE USE ONLY - AARA OFFICER SIGNATURE		
HOD SENIOR SCHOOL SIGNATURE AND DATE RECEIVED	GUIDANCE OFFICER SIGNATURE AND DATE RECEIVED	HOSES SEP SIGNATURE AND DATE RECEIVED
Date: __/__/__	Date: __/__/__	Date: __/__/__
AARA Application Approval:		
<input type="checkbox"/> YES <input type="checkbox"/> Relevant documentation attached to application <input type="checkbox"/> Separate school statement attached	<input type="checkbox"/> NO <input type="checkbox"/> Parent/Carer and Student emailed by the Principal/Principal's Delegate to explain why the AARA application has been deemed ineligible	
This application will impact on assessment held in:		
<input type="checkbox"/> Unit 1 <input type="checkbox"/> Unit 2 <input type="checkbox"/> Unit 3 <input type="checkbox"/> Unit 4		
Approval Required By: <input type="checkbox"/> Principal/Principal's Delegate <input type="checkbox"/> QCAA		
PRINCIPAL/PRINCIPAL'S DELEGATE DECISION (IF APPLICABLE):		
NOTE: The Principal/Principal's Delegate is unable to make the final decision when the AARA impacts General Subjects in Units 3 and 4 and requires QCAA Approval		
<input type="checkbox"/> APPROVED <input type="checkbox"/> Parent/Carer, Student, HODs and Teachers notified by the Principal/Principal's Delegate of the approved AARA <input type="checkbox"/> Approved AARA details uploaded into MacGregor official list <input type="checkbox"/> Application submitted uploaded by AARA Officer to QCAA Portal (Y12 Unit 3 and 4) Review date (where applicable): __ / __ / ____	<input type="checkbox"/> NOT APPROVED <input type="checkbox"/> Documented as "Contact" in OneSchool <input type="checkbox"/> Parent/Carer and Student emailed by the Principal/Principal's Delegate to explain why the AARA application was not approved Reason:	
AARA Applies:	From: __/__/__	To: __/__/__
Original documentation will be stored by the Principal's Delegate		