



MACGREGOR
STATE HIGH SCHOOL
INDEPENDENT PUBLIC SCHOOL

Senior AARA – How Can I Apply?

**Student
Identified as
Eligible for Long-
Term AARA**

**SWD
Verified /Inputed
/ NCCD**

Diverse Learner

**Social and
Emotional
(Mental Health)**

**Other
(e.g. long-term
illness)**

HOSES

**Diverse Learning
Coordinator**

Guidance Officer

**HOD Senior
Secondary**

**Student Identified
as Eligible for
Long-Term AARA**

HOSES

The SEP Department (HOSES) ensures that long-term AARA will be applied for on behalf of any student with a disability (SWD), where applicable. This will be reviewed and updated annually, or as required.

**Diverse Learning
Coordinator**

The Diverse Learning Coordinator will support any student with identified significant diverse learning needs, that is not already supported by SEP, to apply for long-term AARA. This will be reviewed as often as required.

Guidance Officer

Any student with social and/or emotional condition/s (mental health) who engage with the Guidance Officer (GO) or is known to the GO, will be supported to apply for AARA. This will be reviewed as often as required.

**HOD Senior
Secondary**

Any student with a medical condition, bereavement, misadventure or an event affecting assessment due date/s engages with the HOD SS to apply for short-term AARA, where eligible.

Short – Term AARA Process



The student identifies that they need to apply for an AARA due to illness, misadventure, bereavement or other eligible reason



Student downloads short-term AARA application from school website and fills in relevant information



Student collates required supporting documentation (e.g. medical documentation, bereavement notice)



Student submits AARA Application Form and supporting documentation via email to aara@macgregorshs.eq.edu.au. Note, all short-term applications should be made at least two days prior to the assessment due date.

In what situations would a student **not** be eligible to apply for AARA?



- 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)
- timetable clashes
- matters of the student's or parent's/carer's own choosing (e.g. holidays outside of school holiday times or sporting events)
- matters that the school could have avoided (e.g. incorrect enrolment in a subject).

AARA Application Forms

- A short-term AARA Application Form that students and parents/caregivers will need to fill out can be found on our school website at: [Short Term AARA Application](#)
- A long-term AARA Application Form can only be provided in person from a member of staff whom is supporting the student with their application. This is to ensure that appropriate adjustments are applied for and required documentation can be explained.

Alternatively, students and/or parents/caregivers can find a copy of the Senior AARA Application Form by searching 'AARA' on the main page of our school website.



AARA



Search

Displaying search results **1-10** of **10** for **AARA**

Senior **AARA** Application Process

Documents/Policies/MSHS%20Senior%20**AARA**%20Application%20Form.pdf#search=aara... can find a copy of the Senior **AARA** Application Form by searching '**AARA**' on the main page of our school ...

[macgregorshs.eq.edu.au/.../Senior **AARA** Application Process.pdf](https://macgregorshs.eq.edu.au/.../Senior AARA Application Process.pdf)

MSHS Senior (11/12) **AARA** Application Form

It is the parents/carers and ... supporting documents to Senior Schooling (E Block) or via email to: **aara**@macgregorshs.eq.edu.au using the subject line: Senior **AARA** Application ...

[macgregorshs.eq.edu.au/.../MSHS SENIOR **AARA** Application 2024 - ST.p...](https://macgregorshs.eq.edu.au/.../MSHS SENIOR AARA Application 2024 - ST.p...)

MSHS 7-10 **AARA** Application Form

JS Head of Department in E Block or via email to **aara**@macgregorshs.eq.edu.au. Years 7 - 10 **AARA** Application Form Short-Term **AARA** – Assignment Extensions and Missed Exams Date ...

[macgregorshs.eq.edu.au/.../MSHS 7-10 **AARA** Application Form.pdf](https://macgregorshs.eq.edu.au/.../MSHS 7-10 AARA Application Form.pdf)


Supporting Documentation

- A copy of the AARA Medical Report provided by the QCAA can be printed from our school website
<https://macgregorshs.eq.edu.au/sitesearch/Pages/results.aspx?k=AARA>
- Alternatively, a report from an independent health professional that includes the following details can be used:
 - the illness, condition or event (including details of a diagnosis, where applicable)
 - date of diagnosis, onset or occurrence
 - symptoms, treatment or course of action related to the condition or event
 - explanation of the probable effect of the illness, condition or event on the student's participation in the assessment
 - for non-medical claims, written evidence from a relevant independent professional or other independent third party, such as a social worker, member of the clergy, policy officer, solicitor or funeral director

It is necessary for an **AARA** application to be made no later than one week from the ... at Student Services or electronically via email to:

aara@macgregorshs.eq.edu.au

macgregorshs.eq.edu.au/.../Junior Secondary **AARA** Application Proces...

 **Learning Assessment and Reporting Policy**

This policy provides information for teachers ... documentation in line with the **AARA** process ... adhere to alternative arrangements for ... Refer to **AARA** information in the appendix

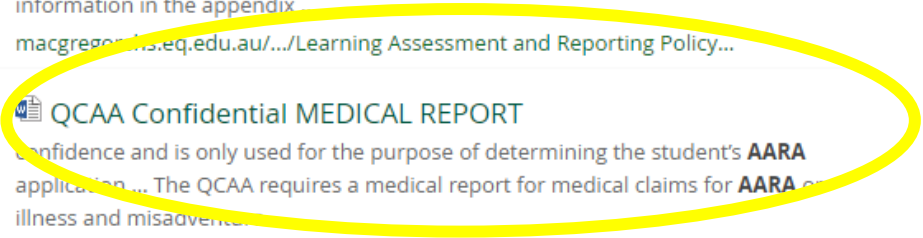
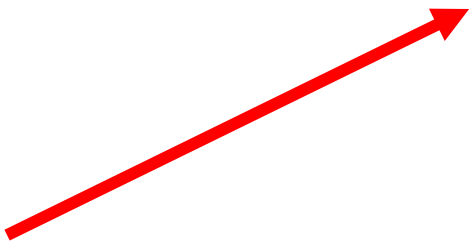
macgregorshs.eq.edu.au/.../Learning Assessment and Reporting Policy...

 **QCAA Confidential MEDICAL REPORT**

Confidentiality and is only used for the purpose of determining the student's **AARA** application ... The QCAA requires a medical report for medical claims for **AARA** on illness and misadventure

macgregorshs.eq.edu.au/.../qcaa-confidential-medical-report.docx

About 10 results



Contact us

MacGregor State High School
P: (07) 3347 3555
info@macgregorshs.eq.edu.au



Absence from an *Internal* Examination

- A student who is absent on the day of an examination must be able to provide appropriate supporting documentation upon their return to school, should they wish to apply for AARA.
- Documentation (including a completed AARA Application Form and the necessary supporting documentation), must be handed in to the HOD Senior Secondary, no later than 2 weeks from the date that the Parent/Caregiver is notified by the HOD that the student has missed the examination.
- The HOD Senior Secondary determines if the application meets the guidelines for AARA, as set out by the QCAA.
- If a student is absent from the examination and does not provide the necessary documentation, then an NR (Not Rated) is given for this assessment item.

Supporting Documentation - Internal Examination Absence

Acceptable reason for absence	Evidence Required	Action Required
Illness	Valid Medical Certificate + AARA application	Immediately upon return to school (or prior), student provides supporting documents to Head of Senior Schooling via aara@macgregorshs.eq.edu.au or in person.
Funeral or Bereavement	Parent note + <u>Funeral</u> service documentation +AARA application	
Undergoing Medical Procedure	Valid Medical Certificate +AARA application	Where possible exam should be completed before the student's last day prior to the procedure (student to sign waiver – to not disclose information to others). Or, immediately upon their return to school (with an approved AARA). Student to provide a copy of the Medical Certificate and/or supporting documentation.
Selection in Regional/ State/ National Sporting Team	Written evidence of selection + AARA application	Student is to complete all assessment on or before the due date. Any examinations that are scheduled during trip are to be completed prior to departing.

Absence from an *External* Examination

- The QCAA advises students to attend every external assessment. However, the QCAA does not expect students to attend an external assessment against written medical advice.
- A student who is ill but able to attend the external assessment should inform the Head of Department Senior Secondary of their illness as soon as possible.
- The student/caregiver needs to complete an AARA application and attain medical documentation. Applications can be submitted 14 days prior to the commencement of the External Assessment block and up until 7 days after the block has finished.
- Once the QCAA communicates the decision, the Head of Department Senior Secondary will communicate the decision to the student and parent/caregiver.

Timelines for Applications

- It is necessary for an AARA application to be made no later than two weeks from the date that the Parent/Caregiver is notified by the Head of Department that the student has missed the examination/assessment due date.
- If a student is applying for an extension, in accordance with our Learning, Assessment and Reporting Policy, they must have missed a minimum of 3 consecutive lessons from that subject within the assessment period (from date that assessment was handed out, to date the assessment is due).
- Given that we are guided by the QCAA as to when results for our students must be submitted to them, it is important that students apply in a timely fashion to avoid missing their opportunity.
- Applications submitted close to the due date for assessment should not be for known long-term conditions.
- See the QCAA website for submission dates for Units 3 and 4 AARA
<https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019/6-aara/6.4-reporting-approving#2>

QCAA – QCE and QCIA Policy and Procedures

6 Access arrangements and reasonable adjustments (AARA)

6.1 Principles

6.2 Eligibility for AARA

6.3 Roles and responsibilities for AARA

6.4 Reporting and approving processes for AARA

6.5 Illness and misadventure

6.6 Exceptional circumstances

Guiding policy and procedures for school's for AARA

<https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook>

THE BEST WE CAN BE