## Forest Lake State High School | AARA Application

Access Arrangement and Reasonable Adjustments (AARA)

D

Year 10, 11 & 12 LONG (Mental Health & Temporary Injury) Or SHORT TERM (Illness & Misadventure)

Step 2

Step 1

Reason: I believe I am eligible for AARA and have included the documentation in my email for the following reason/s         Note: For the school to consider your application, you must indude the pacefic of your illness as per medical certificate or details of your misadeenture. See over for further information.         Evidence:       Medical Certificate/Statement       Guidance Officer Statement       Parent note (your 10, Som 1 and)?         Task/S Requiring Adjustments (See guidelines on next page for assistance)       Type of Task:       Adjustment (have us)         Eg: Untrastic AL or UDO/MM/YEAR       To us Date       To us Chart Smith       Adjustment (have us)         Eg: Untrastic AL or UDO/MM/YEAR       Eg: Mins Smith       Assignment/Project       Adjustment (have us)         School Agenetic All or UDO/MM/YEAR       Eg: Mins Smith       Assignment/Project       Adjustment (have us)         Stort term applications: Work to date MUST be emailed to your teacher as a part of this application.       Extend       Date         Stort term applications: Work to date MUST be emailed to your teacher as a part of this application.       Extend       Date         More       Parent Signature:       Date       Date       Date         More       Parent Signature:       Date       Note         • Place refer to the Forest take SHS "Learning to Assessment". Policy when completing this application, sections 7 and 8.       ADMIN ONLY         •	Email your assessment evidence to your teacher; even if incomplete. Using Adobe Acrobat, fill in the form and resave as a .pdf file. * Applications that are incomplete, and or do not contain full/accurate details may be returned or delayed. * Applications require two full school days for processing.						
Reason: I believe I am eligible for AARA and have included the documentation in my email for the following reason/s         Note. For the school to consider your application, you must include the pecifics of your illness as per medical certificate or details of your misadremure. See over for further information.         Evidence:       Medical Certificate/Statement       Guidance Officer Statement       Parent note (ver to, sen 1 only).         Task/S Requiring Adjustments (see guidelines on next page for assistance)       Type of Task       Adjustment (new clus)         Subject &       Due Date       Teacher Surname       Type of Task       Adjustment (new clus)         Fg: Ubtrank ki ar       DU/MM/YEAR       Eg: Mins Smith       Assignment/Project       Memory         Subject &       Due Date       Teacher Surname       Type of Task       Adjustment (new clus)       Tourism FA2         Subject &       Due Date       Teacher Surname       Type of Task       Adjustment (new clus)       Tourism FA2       Tourism FA2       Tourism FA2       Tourism FA2	Save this .pdf file to your comput						
Note: For the school to consider your application, you must include the specifics of your illness as per medical certificate or details of your mistademture. See over for further information.         Evidence:       Medical Certificate/Statement       Guidance Officer Statement       Parent note (ver 10, Sen 1 only)         Task/s Requiring Adjustments (see guidelines on net page for assistance)       Type of Task       Adjustment (ne xe tot)       Adjustment (ne xe tot)         Subject & Fig: Ubrative N1 or Tourism FIA2       Due Date       Teacher Surname Eg: Mis Simbh       Type of Task       Adjustment (ne xe tot)         Fig: Ubrative N1 or Tourism FIA2       Due Date       Teacher Surname Eg: Mis Simbh       Type of Task       Adjustment (ne xe tot)         Subject & Fig: Ubrative N1 or Tourism FIA2       Due Date       Teacher Surname Eg: Mis Simbh       Type of Task       Adjustment (ne xe tot)         Subject & Fig: Ubrative N1 or Tourism FIA2       Due Date       Teacher Surname Eg: Mis Simbh       Type of Task       Adjustment (ne xe tot)         Subject & Fig: Ubrative N1 or Tourism FIA2       Due Date       Teacher Surname Eg: Mis Simbh       Tourism FIA2       Adjustment (ne xe tot)       Tourism FIA2         Stort term applications:       Water       Executor       Doe       Tourism FIA2       Due Date         Stort term applications:       Stort term applications:       Stort term applications with HOD Senior Pathways, Guidance Officer	Details: Surname		First Name		Roll	Class	
Task/s Requiring Adjustments (see guidelines on next page for assistance)         Subject &       Adjustment (rick or us)         Eg: Lites Virian       Type of Task       Adjustment (rick or us)         Eg: Lites Virian       Eg: Mits Smith       Assignment/Project       Colspan="2">Colspan="2">Colspan="2">Colspan="2"         Eg: Lites Virian       Due Date       Teacher Surname       Type of Task       Adjustment (rick or us)         Eg: Lites Virian       Down PAL       Down PAL       Eg: Mits Smith       Assignment/Project       Colspan="2">Colspan="2"         Image: Subject 8       DO/MM//YEAR       Eg: Mits Smith       Assignment/Project       Edeword       Edewo	-			-		-	
Subject & Task Number       Due Date       Teacher Sumane Eg: Mrs Smith       Type of Task       Adjustment (texor turi)         Eg: Literature IA1 or Tourism FLA2       DD/MM/YEAR       Eg: Mrs Smith       Asignment/Project       Comment optimed       Log semi path         Image: Subject & Tourism FLA2       DD/MM/YEAR       Eg: Mrs Smith       Asignment/Project       Comment optimed       Log semi path         Image: Subject & Tourism FLA2       DD/MM/YEAR       Eg: Mrs Smith       Asignment/Project       Comment optimed       Log semi path         Image: Subject & Tourism FLA2       DD/MM/YEAR       Eg: Mrs Smith       Asignment/Project       Comment optimed       Log semi path         Image: Subject & Subj				fficer Statement	Parent	note (Year 10, Sem 1 only)	
Task Number       Oue Oate:       Teacher Surname       Type OrtBox       Type OrtBox       Toke or Usit)         Eg: Literature (A1 or Tourism FIA2       DD/MM/YEAR       Eg: Mrs Smith       Assignment/Project       Interestion       Integration         Image: Smith       DD/MM/YEAR       Eg: Mrs Smith       Assignment/Project       Integration       Integration         Image: Smith       Defension       Extend       Defension       Extend       Defension         Image: Smith       Image: Smith       Extend       Defension       Extend       Defension         Image: Smith       Image: Smith       Image: Smith       Extend       Defension       Extend       Defension         Image: Smith       Image: Smith       Image: Smith       Image: Smith       Extend       Defension       Defension <td></td> <td></td> <td></td> <td></td> <td>Adiu</td> <td>ustment</td>					Adiu	ustment	
Tourism FIA2       DU/MM/YEAK       Assignment/Wroject       United Incel       Direct         Image: Ima	Eg: Literature IA1 or				(Tic Extension	k or List)	
Image: Stress of the second provention of the second provent provent provent proved will be negatived.         • Applications made on the due date cannot be a reason for non-submission of assessment. Student must submit current work; even if incomplete. Any adjustments approved will be negatived.       • Date         • Applications made on the due date cannot be a reason for non-submission of assessment. Student must submit current work; even if incomplete. Any adjustments approved will be negatived.       • Delevee the Forest Lake SHS "Learning to Assessment" Policy when completing this application, sections 7 and 8.         School Approver Name:       Signature:       Approved: Uploaded to One School:		DD/MM/YEAR		Assignment/Project	(Tick) Extend	(list)	
Image: Strend in the strend strend in the strend in the strend in the							
Image: Short term applications: Work to date MUST be emailed to your teacher as a part of this application.       Extend         Defer       Extend         Defer       Defer         Short term applications: Work to date MUST be emailed to your teacher as a part of this application.       Extend         Long term applications: Students will have a discussion with HOD Senior Pathways, Guidance Officer or Deputy Principal to decide appropriate adjustments.         Student Signature:       Parent Signature:       Date         Note:       .         • Applications made on the due date cannot be a reason for non-submission of assessment. Student must submit current work; even if incomplete. Any adjustments approved will be negotiated.       .         • Please refer to the Forest Lake SHS "Learning to Assessment" Policy when completing this application, sections 7 and 8.       .         ADMIN ONLY       Signature:       Approved: Uploaded to One School:							
Image: Short term applications: Work to date MUST be emailed to your teacher as a part of this application.       Extend         Defer       Defer         Short term applications: Work to date MUST be emailed to your teacher as a part of this application.       Defer         Long term applications: Students will have a discussion with HOD Senior Pathways, Guidance Officer or Deputy Principal to decide appropriate adjustments.         Student Signature:       Parent Signature:       Date         Note:       • Applications made on the due date cannot be a reason for non-submission of assessment. Student must submit current work; even if incomplete. Any adjustments approved will be negotiated.       • Please refer to the Forest Lake SHS "Learning to Assessment" Policy when completing this application, sections 7 and 8.         ADMIN ONLY       School Approver Name:       Signature:       Approved: Uploaded to One School:							
Defer         Short term applications: Work to date MUST be emailed to your teacher as a part of this application.         Long term applications: Students will have a discussion with HOD Senior Pathways, Guidance Officer or Deputy Principal to decide appropriate adjustments.         Student Signature:       Parent Signature:       Date         Note:       -         - Applications made on the due date cannot be a reason for non-submission of assessment. Student must submit current work; even if incomplete. Any adjustments approved will be negotiated.       -         - Please refer to the Forest Lake SHS "Learning to Assessment" Policy when completing this application, sections 7 and 8.       -         ADMIN ONLY       School Approver Name:       Signature:       Approved: Uploaded to One School:							
Long term applications: Students will have a discussion with HOD Senior Pathways, Guidance Officer or Deputy Principal to decide appropriate adjustments.         Student Signature:       Parent Signature:       Date         Note:       -         - Applications made on the due date cannot be a reason for non-submission of assessment. Student must submit current work; even if incomplete. Any adjustments approved will be negotiated.       -         - Please refer to the Forest Lake SHS "Learning to Assessment" Policy when completing this application, sections 7 and 8.         ADMIN ONLY         School Approver Name:       Signature:       Approved: Uploaded to One School:							
Note:         - Applications made on the due date cannot be a reason for non-submission of assessment. Student must submit current work; even if incomplete. Any adjustments approved will be negotiated.         - Please refer to the Forest Lake SHS "Learning to Assessment" Policy when completing this application, sections 7 and 8.         ADMIN ONLY         School Approver Name:       Signature:         Approved:         Uploaded to One School:					al to decide approp	riate adjustments.	
<ul> <li>Applications made on the due date cannot be a reason for non-submission of assessment. Student must submit current work; even if incomplete. Any adjustments approved will be negotiated.</li> <li>Please refer to the Forest Lake SHS "Learning to Assessment" Policy when completing this application, sections 7 and 8.</li> <li>ADMIN ONLY</li> <li>School Approver Name:</li> <li>Signature:</li> <li>Approved: Uploaded to One School:</li> </ul>	Student Signature: Parent Signature: Date						
School Approver Name: Signature: Approved: Uploaded to One School:	- Applications made on the due date cannot be a reason for non-submission of assessment. Student must submit current work; even if incomplete. Any adjustments approved will be negotiated.						
Uploaded to One School:	School Approver Name				Approved		

## Forest Lake State High School | Guidelines for AARA Application

Access Arrangement and Reasonable Adjustments (AARA)

Year 10, 11 & 12 LONG (Mental Health & Temporary Injury) Or SHORT TERM (Illness & Misadventure)

SHORT	Illness and Misadventure: On the due date of assessment where students are sick or due to an unforeseen circumstance/s that are outside of the students control. Examples: accident, vomiting, hospitalisation or death of a family member. Note: Bereavement will require support from a Guidance Officer.
LONG	Mental Health and Anxiety/Depression: Are terms which students can have varying symptoms, and therefore require a medical practitioner and or a school guidance officer to provide evidence for the school to be able to provide AARA adjustments on a case-by-case basis.
P	Temporary Injury: Can include a bodily injury (broken bone, strain/sprain or a surgery) which a student will require AARA adjustments to their assessment for a period of time, as designated by their medical practitioner.
INELIGIBLE	<ul> <li>Scenarios that are not eligible for AARA:</li> <li>missed learning</li> <li>technology malfunctions (computer/printer/email and other technical problems)</li> <li>unfamiliarity with the English language</li> <li>new arrival to the school/recent change into a subject</li> <li>driving lessons/tests</li> <li>routine dental or other routine medical appointments</li> <li>teacher absence or other teacher-related difficulties</li> <li>matters that the student could have avoided, e.g. misreading an examination timetable, misreading instructions in examinations</li> <li>timetable clashes</li> </ul>

- matters of the student's or parent's/carer's own choosing, e.g. work commitments, family holidays, weddings, sporting events
- matters that the school could have avoided, e.g. incorrect enrolment in a subject.

Assessment Information							
Year 10	Year 11	Year 12					
All subjects' complete tasks in:	General, Applied & Essential: FIA1, FIA2, FIA3, FIA4	General	IA1, IA2, IA3, EA				
Term 1, Term 2		Applied	IA1, IA2, IA3, IA4				
Term 3, Term 4		Essential English/Math	IA1, CIA, IA3, IA4				

## The following is a summary from the QCE & QCIA handbook: Section 6.4 Reporting and approving processes for AARA

Adjustment Options						
	Туре		Description	Approved by		
	3, 4	Extra time Rest Breaks Varied seating	5 mins/ 30 min Same Room, Small Group or Own Room – varies upon student need	Unit 1 & 2 – School Unit 3 & 4 – School & QCAA		
Assignment Examination	Internal: Unit 1, 2,	Deferred: Examination/Performance Note: only for Internal Assessment	Confirm negotiated date with teacher. *Student will sit a comparable task.	Unit 1 & 2 – School Unit 3 & 4 – School & QCAA		
Investigation Performance	Interna	Common Internal (CIA)	Alternative format papers Assistive technology Computer Extra time Rest breaks	Unit 3 & 4 – QCAA only		
Practical Demonstration Product Project	External: Unit 4	Year 12 only External exams only	Extra time Rest breaks Bite-sized food Format of papers Assistance Diabetes management Use of a computer Assistance technology Sensory device A reader A scribe	QCAA approval required. Application to be made by end of Term 3 during Year 12.		
		Year 12 only Absence from exam	Cannot be deferred	Student must complete Illness/Misadventure form for QCAA to approve. If QCAA approve; final result will be made from previous IA submissions		

## Other key information about AARA

- AARA only covers adjustment to assessment tasks. They cannot replace significant amounts of missed learning time.
- Re-negotiated dates are firm, and are subject to normal submission requirements of the FLSHS 'Learning to Assessment' policy.
- AARA are to be used carefully, as Units of work have end dates as per QCAA requirements. Therefore, assessment in the QCE cannot become one ongoing extension.
- Please note: AARA provided in Units 1 & 2 does not guarantee that students will be provided the same AARA for assessment in Units 3 and 4. Student **must** apply for QCAA approval in Units 3 and 4.