

# Forest Lake State High School | AARA Application

Access Arrangement and Reasonable Adjustments (AARA)

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



<p><b>Step 1</b> Email your assessment evidence to your teacher; even if incomplete.</p> <p>Save this .pdf file to your computer.</p>	<p><b>Step 2</b> 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.</p> <p>Email: <b>Your name and year level</b> in the subject line, and attach your medical certificate and these documents to:  <a href="mailto:AARA@forestlake.shs.eq.edu.au">AARA@forestlake.shs.eq.edu.au</a></p>
---	--

<b>Details:</b> Surname	First Name	Roll Class
<p><b>Reason:</b> I believe I am eligible for AARA and have included the documentation in my email for the following reason/s</p> <p>Note: For the school to consider your application, you <b>must include</b> the specifics of your illness as per medical certificate or details of your misadventure. See over for further information.</p>		

<b>Evidence:</b> Medical Certificate/Statement	Guidance Officer Statement	Parent note (Year 10, Sem 1 only)
--	----------------------------	-----------------------------------

**Task/s Requiring Adjustments** (See guidelines on next page for assistance)

Subject & Task Number	Due Date	Teacher Surname	Type of Task	Adjustment (Tick or List)	
Eg: Literature IA1 or Tourism FIA2	DD/MM/YEAR	Eg: Mrs Smith	Assignment/Project	Extension Deferred (Tick)	Long Term (list)
				Extend Defer	
				Extend Defer	
				Extend Defer	
				Extend Defer	
				Extend Defer	
				Extend 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: \_\_\_\_\_  
 If not approved, Reasons provided: \_\_\_\_\_ Uploaded to One School: \_\_\_\_\_

# 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)



<b>SHORT</b>	<p><b>Illness and Misadventure:</b> 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.</p>
<b>LONG</b>	<p><b>Mental Health and Anxiety/Depression:</b> 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> <p><b>Temporary Injury:</b> 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.</p>
<b>INELIGIBLE</b>	<p>Scenarios that are <b>not eligible</b> for AARA:</p> <ul style="list-style-type: none"> <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> <li>- matters of the student's or parent's/carer's own choosing, e.g. work commitments, family holidays, weddings, sporting events</li> <li>- matters that the school could have avoided, e.g. incorrect enrolment in a subject.</li> </ul>

Assessment Information			
Year 10	Year 11	Year 12	
All subjects' complete tasks in:  Term 1, Term 2 Term 3, Term 4	General, Applied & Essential:  FIA1, FIA2, FIA3, FIA4	General	IA1, IA2, IA3, EA
		Applied	IA1, IA2, IA3, IA4
		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				
	Type	Description	Approved by	
Assignment	Internal: Unit 1, 2, 3, 4	Extra time Rest Breaks	5 mins/ 30 min	Unit 1 & 2 – School Unit 3 & 4 – School & QCAA
		Varied seating	Same Room, Small Group or Own Room – varies upon student need	
	Examination	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	Internal: Unit 4	Common Internal (CIA)	Alternative format papers Assistive technology Computer Extra time Rest breaks	Unit 3 & 4 – QCAA only
Performance			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.
Practical	External: Unit 4	Year 12 only External exams only	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
Demonstration				
Product				
Project				

## 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.