

# Forest Lake State High School | AARA Application

Access Arrangement and Reasonable Adjustments (AARA)  
Year 10, 11 & 12 **SHORT TERM ONLY** - (Illness & Misadventure)



<b>Step 1</b> a) Save this .pdf file to your computer.  b) Upload your assessment now to your teacher. Even if incomplete.	<b>Step 2</b> Using Adobe Acrobat, fill in the form and resave as a .pdf file. <i>*Applications that are incomplete, and do not contain full and accurate details may be returned and or delayed.</i> <i>* Applications require two full school days for processing.</i>  Email: <b>Your name and year level</b> in the subject line of the email, and attach your medical certificate, this AARA application and any other documents to: <a href="mailto:AARA@forestlake.shs.eq.edu.au">AARA@forestlake.shs.eq.edu.au</a>
<b>Alternatively</b> Print & complete form and bring the medical certificate to the student window or front counter (parents/carer).	

<b>Student Details:</b> Surname	First Name	Roll Class
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**Reason:** I believe I am eligible for AARA and have included the documentation in my email for the following reason/s:

  
  
  
  
  
  
  
  
  
  

Note: The specifics of illness **must be included on the** medical certificate and or details of misadventure are to be provided.

<b>Evidence:</b>	Medical Certificate/Statement	or	Guidance Officer Statement
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**Task/s Requiring Adjustments** (See Guidelines on second page for assistance)

Subject & Task Number Eg: English IA1	Due Date DD/MM/YEAR	Teacher Name	Type of Task Assignment/Project

**Work to date MUST be submitted to your teacher as a part of this application.**

Student Signature:	Parent Signature:	Date:
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**Note:**

- Applications **cannot be made on the due date** of assessment.
  - **Assignment/Project/Presentation:** student must submit their current work to their teacher. An application can still be submitted, and any applicable AARA may be negotiated based upon the student work to date.
  - **Exam:** AARA application and supporting evidence is required to be submitted prior to the students return to school.
- Medical Certificates for short-term AARA must be inclusive of the task due date.
- Receipt of this application from the parent/caregiver email on school records will be considered signed. Receipt from another email will require subsequent parent/carer confirmation.
- Please refer to the Forest Lake SHS "Learning to Assessment" Policy when completing this application, sections 7 and 8.
- Students will be expected to have demonstrated a satisfactory level of work, commensurate with the timing of the application for approval to be granted.
- As per section 6.4.2 of the [QCAA: QCE & QCIA handbook](#), Provision of AARA by a school for Unit 1 and 2 assessments **does not guarantee** that students will be provided the same AARA for assessment in Units 3 and 4. Further information regarding AARA eligibility and possible AARA is available via QCAA website <https://www.qcaa.qld.edu.au/senior/assessment/aara>

# Forest Lake State High School | Guidelines for AARA Application

Access Arrangement and Reasonable Adjustments (AARA)  
Year 10, 11 & 12 **SHORT TERM ONLY** (Illness & Misadventure)



**Illness and Misadventure:** On the due date of assessment a student is sick or due to an unforeseen circumstance/s (that are outside of the students control) are unable to complete assessment. Examples: accident, vomiting, hospitalisation, death of a family member\* or other event.  
\* Bereavement will require support through a meeting with Guidance Officer.

**Medical certificate:** As the patient, the student will need to ask their GP to include the specific diagnosis on their medical certificate as per QCAA requirements for the absence to be considered for medical grounds for an AARA.

Example scenarios that are **not eligible** for AARA:

- missed learning
- draft assessment items
- technology malfunctions (computer/printer/email and other technical problems)
- unfamiliarity with the English language
- new arrival to the school/ recent change into a subject
- driving lessons/tests
- routine dental or other medical appointments
- 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 within the Year 12 External Exam schedule or Internal School Exam Blocks
- 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 and Applied subjects:	General	Applied	Essential English/Math
Term 1	FIA1	IA1	IA1	IA1
Term 2	FIA2	IA2	IA2	CIA
Term 3	FIA3	IA3	IA3	IA3
Term 4	FIA4	EA	IA4	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 Examination Investigation Performance Practical Demonstration Product Project	Internal: Unit 1, 2, 3, 4	Extra time Rest Breaks	5 mins/ 30 min	Unit 1 & 2 – School Unit 3 & 4 – School
		Varied seating	Same Room, Small Group or Own Room – varies upon student need	
		Deferred: Examination/Performance Note: only for Internal Assessment	Confirm negotiated date Note: Student will sit a comparable task	Unit 1 & 2 – School Unit 3 & 4 – School
	External: Unit 4	Common Internal (CIA)	Alternative format papers Assistive technology Computer Extra time Rest breaks	Unit 3 & 4 – School
		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 AARA approval required.  Application to be made by end of Term 3 during Year 12.
		Year 12 only Absence from exam	Cannot be deferred/resit	Student must fill complete Illness/Misadventure form for QCAA to approve.  If approved, final result will be calculated by the QCAA.

## Other key information about AARA

- AARA only covers adjustment to assessment tasks. An AARA **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. 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 & 4.