

# **Forest Lake State High School**

## **APPLICATION** for Access Arrangement and Reasonable Adjustments (AARA) Year 10, 11 & 12 – **IMMEDIATE CONDITION** (Illness & Misadventure)

<b>Step 1</b> Save this file to your computer and open using Adobe Acrobat. ***Note – Do not fill in the form in your browser. It must be filled in while open on your device in Adobe Acrobat.	<b>Step 2</b> Fill in the form and attach it along with other evidence, such as a medical statement, to an email and send it to:  <a href="mailto:AARA@forestlakeshs.eq.edu.au">AARA@forestlakeshs.eq.edu.au</a>	<b>Step 3</b> Alternatively, complete the form and submit it, along with all supporting documentation, to the student window (students) or front counter (parents-caregivers)
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**DETAILS**

Surname:  First Name:  Roll Class:

**REASON**

I believe I am eligible for an AARA and have documentation to substantiate this claim.  
 The grounds are:

**EVIDENCE**

Medical Certificate     
  Parent/Carer Note (Year 10 only)     
  Guidance Officer  
 Other (Please specify below):

**ASSESSMENT TASKS REQUIRING ADJUSTMENTS -** *(See Guidelines on second page to fill this out)*

Subject	Task Number	Type of Task	Adjustment Requested
<i>E.g. English</i>	<i>IAI</i>	<i>Assignment</i>	<i>Extension</i>

Student Signature:  Date:

Parent / Caregiver Signature:  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 / caregiver confirmation. Student signatures will be required on their return to school if not already obtained.)*

**NOTES**

- Please refer to the Forest Lake SHS “Learning to Assessment” policy when completing this application, especially 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.

# **Forest Lake State High School**

## **GUIDELINES** for AARA Application Year 10, 11 & 12 – **IMMEDIATE CONDITION** (Illness & Misadventure)

This is for an immediate illness and misadventure AARA where students are sick or injured or there has been another immediate event such as bereavement.

### EVIDENCE

- A medical certificate is required for all immediate conditions (illness and injury) with the exceptions of Year 10 where a parent/carer note will be accepted. It is suggested, however, that Year 10 students obtain a medical certificate where possible.
- Other conditions, such as bereavement, require support from a Guidance Officer.

### INFORMATION REQUIRED FOR AN APPLICATION

YEAR	TASK NUMBER OPTIONS	TYPE OF TASK OPTIONS	ADJUSTMENT OPTIONS	ADJUSTMENT DESCRIPTION	AARA APPROVAL FOR UNITS 3 & 4
<b>12</b>	<b><u>General Subjects</u></b>	Assignment	Extension	Extension to the due date	School Approved
	IA1	Examination			
	IA2	Investigation	Deferred Examination/ Performance	New due date negotiated	School Approved
	IA3	Performance	Internal Assessment only		
	EA	Practical			
	<b><u>Applied Subjects</u></b>	Demonstration	External Exam (Year 12 only)	Cannot be sat at another time	QCAA approved AARA required in order for QCAA to provide a result for the subject if the external exam is missed
	IA1	Product			
	IA2	Project			
	IA3				
	IA4				
	<b><u>Essential</u></b>				
	<b><u>English/Maths</u></b>				
	IA1				
	CIA				
IA3					
IA4					
<b>11</b>	<b><u>General and Applied Subjects</u></b>				
	FIA1				
	FIA2				
	FIA3				
	FIA4				
<b>10</b>	Term 1				
	Term 2				
	Term 3				
	Term 4				

### OTHER KEY INFORMATION ABOUT AARAs

- AARAs only cover adjustments to assessment tasks. They cannot replace significant amounts of lost learning time.
- Re-negotiated dates are firm due dates that are subject to normal submission requirements in the Learning to Assessment Policy.
- AARAs are to be used carefully as Units of work have end points so learning in the QCE cannot become one ongoing extension.