



# Forest Lake State High School

## APPLICATION for Access Arrangement and Reasonable Adjustments (AARA) Year 10, 11 & 12 – TEMPORARY / LONG TERM CONDITION

<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**

Confidential Medical Report    
  Existing Approval    
  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 – **TEMPORARY / LONG TERM CONDITION**

**This is for students with ongoing health issues (temporary) and students with a diagnosed disability (long term).**

### **EVIDENCE**

- For temporary and long term AARA Applications a medical statement using the QCAA template is required.
- Evidence used must be dated no earlier than Year 10 (long term) or no earlier than 30 April (temporary).
- The confidential medical report for long term conditions requires Part A & B only. Part C is not required.
- Ensure the medical practitioner clearly identifies the adjustments being requested.
- QCAA approved AARAs can take up to a month to be processed. Apply well before due date.

### **INFORMATION REQUIRED FOR AN APPLICATION**

YEAR	TASK NUMBER OPTIONS	TYPE OF TASK OPTIONS	ADJUSTMENT OPTIONS	ADJUSTMENT DESCRIPTION	AARA APPROVAL FOR UNITS 3 & 4	
12	<b><u>General Subjects</u></b>	Assignment	Extension	Extension to the due date	School Approved	
	IA1	Examination	Deferred Examination/ Performance Internal Assessment only	New due date negotiated	School Approved	
	IA2	Investigation				
	IA3	Performance				
	EA					
	<b><u>Applied Subjects</u></b>	Practical	External Exam (Yr 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	Demonstration				
	IA2	Product				
	IA3	Project				
	IA4					
	<b><u>Essential English/Maths</u></b>			Extra time for exams	Five mins extra per half hour of working time	QCAA Approved
	IA1			Rest Breaks in exams	Five mins per half hour of working time – taken in five minute blocks	QCAA Approved
CIA						
IA3						
IA4						
11	<b><u>General and Applied Subjects</u></b>		Varied Seating	Alternate seating arrangements for exams	School Approved	
	FIA1		Assistive Technology and Use of a Computer	<a href="#">Click here</a> for fact sheet	Internal Assessment is School Approved External Assessment is QCAA Approved	
	FIA2					
	FIA3					
FIA4						
10	Term 1		Specialist Adjustments	<a href="#">Click here</a> for more details on other adjustments available	Mostly school Approved. Some require QCAA Approval for external exams	
	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.