



Application for AARA (Access Arrangements and Reasonable Adjustments)

1. Student's name:

2. Date of birth:

3. Date of application:

4. LUI:

Eligibility:

AARA (Access Arrangements and Reasonable Adjustments) are provided to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment.

These barriers fall into three broad categories:

- permanent
- temporary
- intermittent.

The QCAA uses broad application categories for AARA eligibility:

- cognitive
- physical
- sensory
- social/emotional.

The definition of 'disability' used in the [DDA](#) is broad. It includes physical, intellectual, psychiatric, sensory, neurological and learning disabilities. It also includes physical disfigurement, and the presence in the body of disease-causing organisms.

Students may also be eligible for AARA where illness and misadventure (i.e. unforeseen circumstances) or other situations may prevent students from demonstrating their learning, knowledge and skill in internal and/or external summative assessment. The QCAA will also consider applications for certain cultural obligations or personal circumstances (see [Section 6.5: Illness and misadventure](#)).

For more information about supporting documentation required for different eligibility categories and possible adjustments see [Section 6.5.3: Supporting documentation](#).

Ineligibility:

Students are **not** eligible for AARA on the following grounds:

- unfamiliarity with the English language
- 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
- matters of the student's or parent's/carer's own choosing (e.g. family holidays or sporting events)
- matters that the school could have avoided (e.g. incorrect enrolment in a subject).

Please Note:

Depending on which AARA you are applying for, you may be required to submit additional evidence. This may include:

- School statement
- Student statement
- Medical report (additional to Cairns SDE Medical Certification Form)
- Evidence of verified disability

- Other evidence

Further information about the AARA process can be found on the QCAA website [here](#).

Please complete the Application Form and return to **Lauren Campbell (Guidance Officer) Imhar6@eq.edu.au**.

Please identify AARA you are applying for below (including any additional information)

Details of disability, impairment, medical condition, or other circumstances:

-

AARA and Description of Adjustments to assessment and/or condition (for examples of possible AARA, see section [6.4.4 of the QCE & QCIA Handbook](#))

| | |
|---------------------------|------------------------------------|
| Alternative format papers | Individual instructions |
| Assistance | Medication |
| Assistive technology | Physical equipment and environment |
| Bite-sized food | Reader |
| Comparable assessment | Rest breaks |
| Computer | Scribe |
| Drink | Varied seating |
| Diabetes management | Variation to venue |
| Extension | Vision aids |
| Extra time | |

Computer: Further information about computers and document formatting is supplied with the AARA decision letter for external assessment and is also available in the Computers information sheet via the QCAA Portal. Schools should provide this information sheet to eligible students.

Diabetes Management: Further information is available in the Diabetes management information sheet via the QCAA Portal. Schools are to provide this information sheet to eligible students.

Physical Equipment and Environment: Not reportable as AARA if this is approved equipment for the assessment.

Reader: Further information is supplied with the AARA decision letter for external assessment and is also available in the Readers and scribes information sheet via the QCAA Portal. Schools should provide this information sheet to eligible students.

Rest Breaks: Further information is supplied in the Rest breaks information sheet via the QCAA Portal. Schools should provide this information sheet to eligible students.

Scribe: Further information is supplied with the AARA decision letter for external assessment, and is also available in the Readers and scribes information sheet via the QCAA Portal. Schools should provide this information sheet to eligible students.

Student's signature: _____

Date: _____

Parent's signature: _____

Date: _____

To be completed by school staff:

AARA category:

AARA Functional Impact of condition:

Unit/s covered by this AARA application: Unit One Unit Two Unit Three Unit Four

Supported by:

Lauren Campbell – Guidance Officer

Signature:

Date:

Jody Johnstone – A/Deputy Principal

Signature:

Date:

Additional evidence required:

Additional evidence received:

Yes

No

Date: