

AARA Application Pack 2024

Introduction to AARA

Students undertaking senior school studies in Queensland who have a disability, impairment, medical condition or who experience other circumstances that may be a barrier to their performance in assessment, may be eligible to access AARA for assistance.

Who is eligible?

- Students with long-term and chronic conditions (e.g. intellectual disability, hearing or vision impairment, physical impairment, specific learning disorders, attention deficit disorder, autism spectrum disorder, diabetes)
- Students with mental health conditions (e.g. anxiety or depression)
- Students with short-term conditions (e.g. broken limb)
- Students with illness (e.g. measles, flu-like symptoms) and misadventure (e.g. flooding, death of a close family member)

Who is not eligible?

- Students who have English as an additional language or dialect (EAL/D). Unfamiliarity with the English language is not an approved reason to apply for an AARA.
- Students who experience matters that could have been avoided (e.g. misreading examination timetable)
- Students who are not in attendance for matters of their carer's choosing (e.g. holidays or sporting events)

What kind of adjustments might be made?

- Alterations to how assessment is presented to a student (e.g. for a student with hearing impairment, written instructions may be provided as an alternative to verbal instructions)
- Alterations to how a student responds to assessment (e.g. a student with dyspraxia may complete assessment using a digital device, rather than pen and paper)
- Time allowed
- Scheduling
- Environment (e.g. a student may sit in a quiet room because they need a scribe or reader)
- Mode of assessment (e.g. a student with an injury may perform a different physical activity from the rest of the class)

Reporting and approving AARA

AARA for summative assessment (completed in Units 3 and 4) are either principal-reported (authorised by the principal/delegate) or QCAA approved (authorised by the QCAA). The school will inform students as well as parents/carers of which is needed. Further detail on Fortitude Valley State Secondary College's process for arranging, reporting and approving AARA, can be found below. Additional information on AARA can also be found on the QCAA website.

Contact

info@fortitudevalleyssc.eq.edu.au
(07) 3016 8888
fortitudevalleyssc.eq.edu.au

Address

585 St Pauls Terrace
Fortitude Valley QLD 4006

Post

PO Box 605
Fortitude Valley QLD 4006

Other Information to Consider (Including Key Deadlines & Requirements)

For further information regarding supporting documents and medicate certificate conditions, please access the QCAA fact sheet: AARA supporting documentation, which can be found here:

https://www.qcaa.qld.edu.au/downloads/senior/aara_support_doc.pdf

The AARA Application Process

The QCAA requires a medical report for medical claims for AARA (Access Arrangements or Reasonable Adjustments) or illness and misadventure. Medical reports may only be completed by the student's general practitioner (GP), medical specialist, or psychologist (registered under Queensland's *Health Practitioner Regulation National Law Act 2009*). The health professional providing a report must not be related to the student or employed by the school. The information provided needs to be current and relate to the relevant assessment period.

Information provided in this report is treated in strictest confidence and is used only for the purpose of determining the AARA application.

If the health professional does not use this report form, they must supply a current medical report containing all of the following information.

Please select the most appropriate AARA form to complete and return to Deputy Principal:

Long Term Chronic/Condition & Mental Health Conditions

- **[Form A](#) to be completed by parent/carer and student, and a health professional**

or

Short Term Condition or Temporary Injury/Illness and Misadventure

- **[Form B](#) to be completed by parent/carer and student, and a health professional**

Optional form: Student Statement

For relevant email addresses, please refer to the FVSSC website: [Our Staff](#).

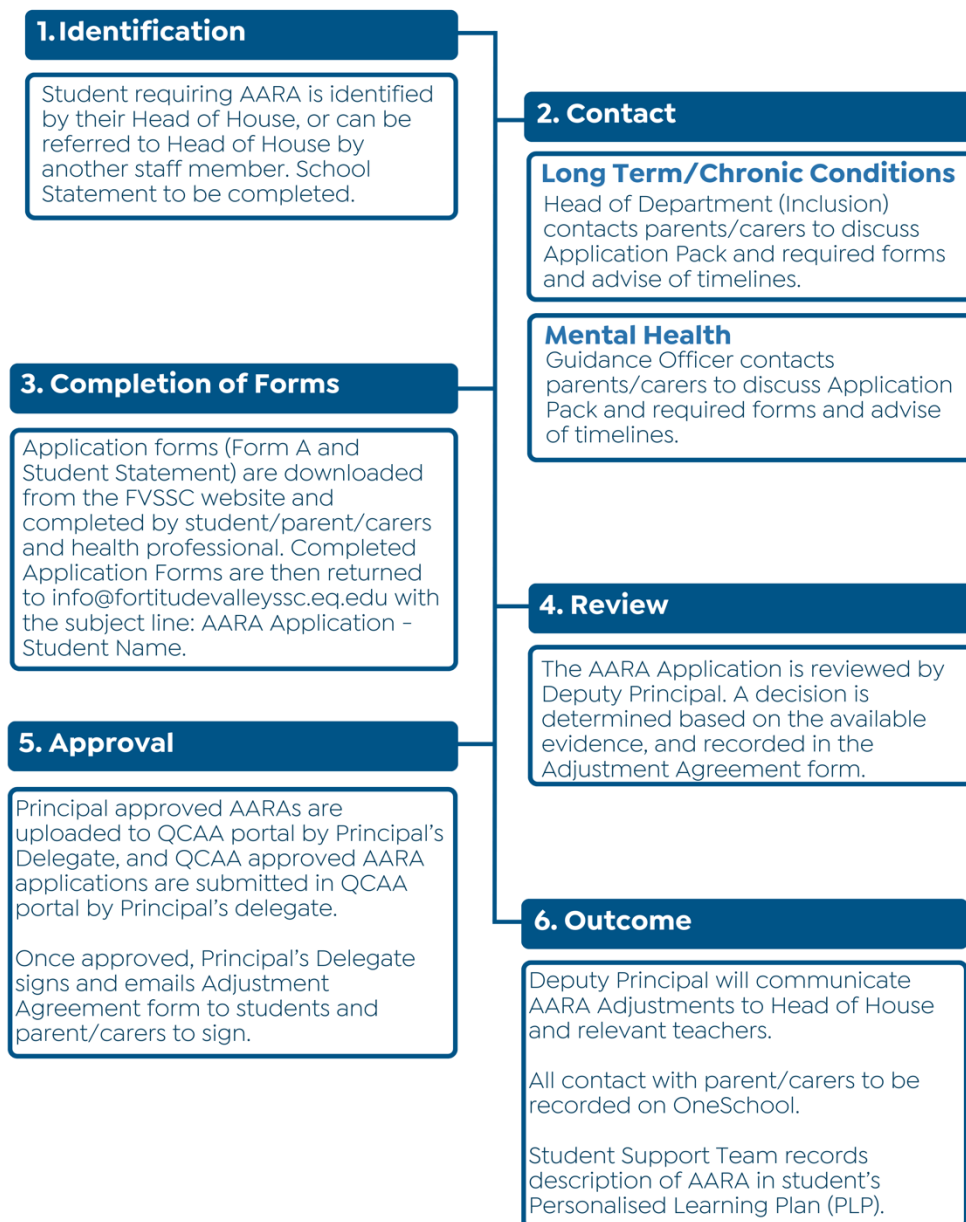
For more information, visit www.qcaa.qld.edu.au/senior/assessment/aara.

Arranging, reporting and approving AARA

The following process is followed to ensure all AARA applications are followed in accordance with QCAA guidelines. Parents/carers please note that as always, your first point of contact regarding AARA is your student's Head of House.

Long Term/Chronic (including Mental Health) Conditions

e.g. intellectual disability, hearing or vision impairment, physical impairment, specific learning disorders, attention deficit disorder, autism spectrum disorder, diabetes



Short Term Conditions and Temporary Injury

(e.g. broken limb)

1. Identification

Student or parent/carer of student who experiences short term condition or temporary injury contacts Head of House.

2. Contact

Head of House contacts parents/carers to discuss Application Pack and required forms.

3. Completion of Forms

Application forms (Form B and Student Statement) are downloaded from the FVSSC website and completed by student/parent/carers and health professional. Completed Application Forms are then returned to info@fortitudevalleyssc.eq.edu with the subject line: AARA Application - Student Name.

4. Review

The AARA Application is reviewed by Deputy Principal. A decision is determined based on the available evidence, and recorded in the Adjustment Agreement form.

5. Approval

Principal approved AARAs are uploaded to QCAA portal by Principal's Delegate, and QCAA approved AARA applications are submitted in QCAA portal by Principal's delegate.

Once approved, Principal's Delegate signs and emails Adjustment Agreement form to students and parent/carers to sign.

6. Outcome

Deputy Principal will communicate AARA Adjustments to Head of House and relevant teachers.

All contact with parent/carers to be recorded on OneSchool.

Student Support Team records description of AARA in student's Personalised Learning Plan (PLP).

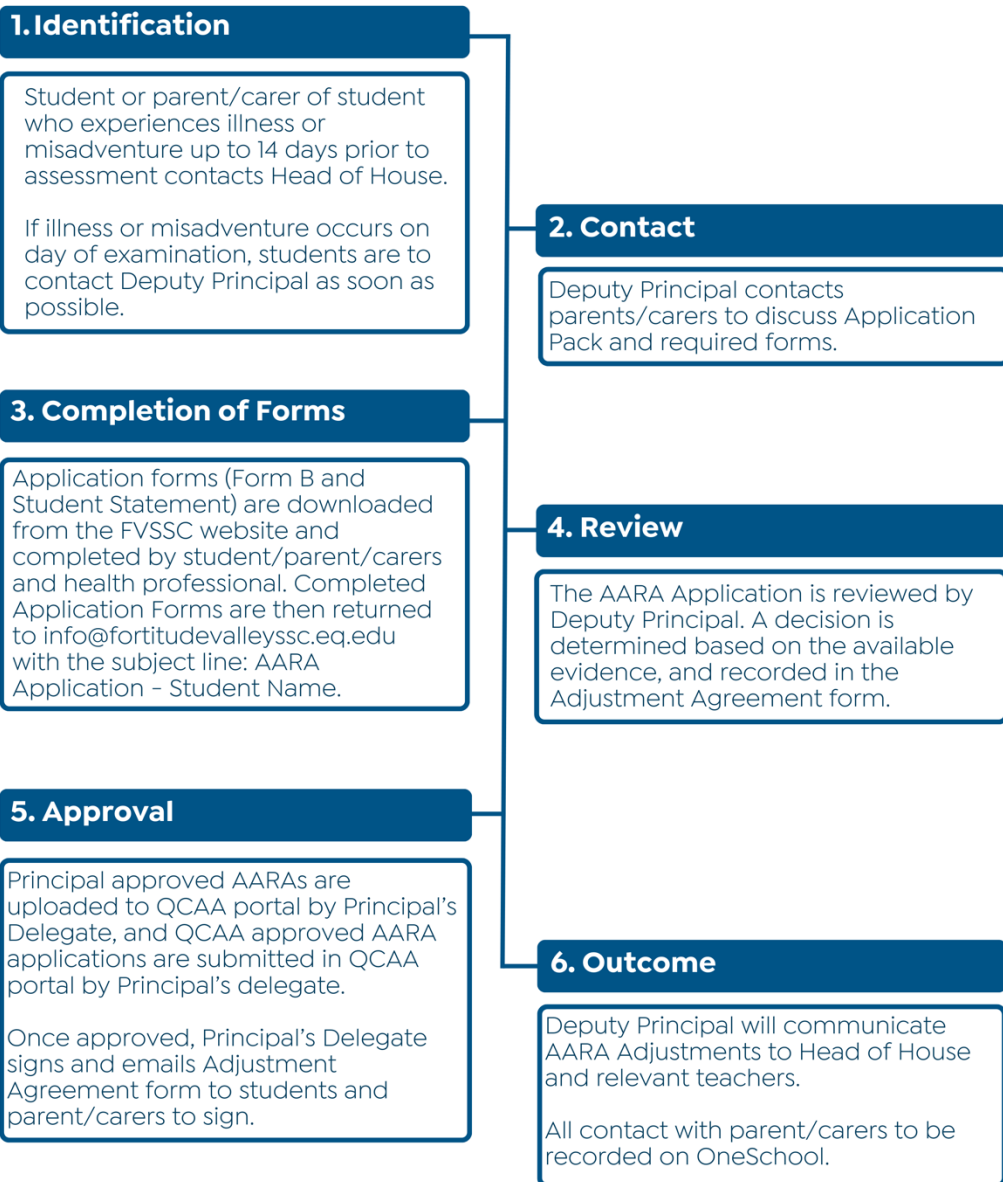
For examples of Short Term Condition/Temporary Injury, please refer to QCAA website.

Please note that family holidays and sporting commitments are not eligible reasons for an AARA.

For Units 1 & 2, a medical certificate is sufficient evidence
For Units 3 & 4, a medical report is required.

Illness and Misadventure

Illness (e.g. measles, flu-like symptoms) and misadventure (e.g. flooding, death of a close family member)



For Units 1 & 2, a medical certificate is sufficient evidence
For Units 3 & 4, a medical report is required.
For non-medical misadventure, please contact the Deputy Principal directly.