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|  | **AARA APPLICATION** | | | Version 9 – July 2022 |
| **Name of student & Date of birth** | | **LUI** | **Subject which you are applying for AARA** | |
| **Unit (Please circle)**  **1 2 3 4 EA**  **Or Year 10** | | **Assessment Type (Please circle)**  **Exam Assignment Presentation** | **Assessment Due Date** | |

AARA minimises barriers for eligible students to demonstrate learning, knowledge and skills in assessment. **Access arrangements** are actions taken by the school so that a student with an eligible impairment that may not be covered by the definition of disability can access assessment. The Disability Standards for Education 2005 provides schools with guidance on making **reasonable adjustments**. To comply with the Standards, schools must consult with the student and parent / carer as part of the process to personalise learning, along with regular reviews to change or withdraw adjustments where necessary.

AARA is individualised and based on the functional impact of the condition for which applied for. The process is:

1. Application made by parents / carers on behalf of the student.
2. Consult with students / parents / carers.
3. Consult with teachers about subject and instrument specific adjustments
4. Gather evidence of the condition / illness / disability / difficulty.
5. Negotiate appropriate arrangements and / or adjustments.
6. Report and / or apply to the QCAA
7. Enact access arrangements and / or reasonable adjustments.

**ELIGIBLE CIRCUMSTANCES FOR AARA (Please tick)**

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| Medical | Physical (including illness or injury) | Cognitive |
| Social / Emotional | Planned absence (Letter should be addressed to the College Principal for approval) | Sensory |
| Is this barrier;  Permanent | Temporary (including illness or injury) | Intermittent |

**DETAILS OF IMPACT ON LEARNING AND / OR ASSESSMENT**

Attach documentation from Medical Professional / EAP. Medical Professionals include Paediatrician, Psychologist, Occupational Therapist and Educational Psychologist. Refer to the document *AARA Guidelines at STMC* for further clarification of the AARA definitions

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| Documentary Evidence | Document attached |
|  | Yes  No |
|  | Yes  No |

**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, sporting events)
* matters that the school could have avoided (e.g. incorrect enrolment in a subject).

**STUDENT STATEMENT**

**Confidential student statement** - must be completed as part of an application for AARA. The information provided needs to be current and relate to the relevant assessment period. Student and parent signature required on this statement.

1. **Explain the disability, impairment, medical condition (including symptoms) or circumstances .**

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1. **How does this affect you in the classroom?**

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1. **How does this affect you in assessment? What adjustments have helped? How have they helped?**

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**Parent signature Date**

**Student signature Date**

**Important notes Principal reported (Units 1 and 2), QCAA reported (Units 3 and 4).**

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| **Important note 1,** Principal - reported AARA | **Important note 2, QCAA - approved AARA** (application may also include notification of Principal-reported AARA) |
| For each student, the school submits notifications of principal – reported AARA, via the QCAA Portal | For each student, the school submits an application including supporting documentation, via the QCAA Portal, by the date specified in the SEP Calendar. |
| School retains supporting documentation. | The QCAA communicates decisions to schools via the QCAA Portal. |
| **Submission Dates** | |
| For alternative format papers – by end of February of the Formative Year (Units 1 and 2) | For alternative format papers – by end of February of the Summative Year (Units 3 and 4) |
| Submission for Long Term or Chronic Conditions - Due by end of Term 1, of Formative Year (Units 1 and 2). | Submission for Long Term or Chronic Conditions - Due by end of Term 1, of Summative Year (Units 3 and 4). |
| Submission for Short Term or Temporary Conditions – Finalised and submitted by end of Week 5 Term 3, in the Formative Year. | Submission for Short Term or Temporary Conditions – Finalised and submitted by end of Week 5 Term 3, in the Summative Year. |
| Principal Reports – AARA only, notification is due prior to the relevant confirmation event (by end of Term 3 in the assessment year). | Principal Reports – AARA only, notification is due prior to the relevant confirmation event (by end of Term 3 in the assessment year). |