



SHALOM COLLEGE

Access Arrangements/Reasonable Adjustments [AARA] Application

This form is for use by students seeking AARA for a specific assessment task (or tasks) across all year levels.

Please read the information overleaf, which details the supporting documentation that must be included with the AARA application.

Applications must be supported by a parent or counsellor, indicated by signatures in the order laid out in the form.

The completed form and accompanying documents should be submitted to the **Assistant to the Principal (Curriculum)** for Year 11 and 12, or the **Senior School Coordinator** for Year 10, or the **Middle School Coordinator** for Year 7, 8 and 9.

Where applications relate to extensions of deadlines, the application must be submitted well in advance of the published deadline for a task.

SECTION A: Task and adjustment details

Name:	Year Level and House:	Date:
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Provide details of the subject(s) and task(s) covered by this application

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	Recommendation of Subject Coordinator(s)	OFFICE USE ONLY _____ _____ _____ _____ _____
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Category or categories of AARA covered by this application (e.g. extra time, computer – see list overleaf)

Cognitive	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Sensory	<input type="checkbox"/>	Emotional	<input type="checkbox"/>
Current EAP	<input type="checkbox"/>	Medical Certificate / Report	<input type="checkbox"/>	School Statement	<input type="checkbox"/>		
Student's Signature:	_____	Parent:	_____				

Arrangement requested:	Date:
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SECTION B: Learning Area Coordinator's acknowledgement/comment

Recommendation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Learning Area Coordinator's signature: _____
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SECTION B: House Coordinator's acknowledgement/comment

Recommendation: <input type="checkbox"/> Yes <input type="checkbox"/> No	House Coordinator's signature: _____
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SECTION C: Approval – Assistant to the Principal (Curriculum) for Year 11 & 12 – Senior School Coordinator for Year 10 – Middle School Coordinator for Year 7, 8 & 9

Application: Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature: _____
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AARA to be applied

_____ _____ _____

QCAA recognises that some students have a disability and/or medical conditions or experience other circumstances that may be a barrier to their performance in assessment. Such barriers may be permanent or temporary or intermittent. Access arrangements and reasonable adjustments (AARA) are designed to assist these students.

The consideration of applications for AARA is subject to conditions described in Section 6 or the QCE/QCIA policies and procedures handbook 2019, published by QCAA and available via:

<https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019>

In applying AARA, it is noted that:

- schools must ensure that exit or reporting standards are used to make judgements about student achievement
- AARA are applied on a case-by-case basis with student needs and the assessment technique or task taken into consideration – and must be reviewed as needs change

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 examination instructions)
- matters of the student's or parent's own choosing (e.g. family holidays)
- matters that the school could have avoided (e.g. incorrect enrolment in a subject)

Supporting documentation required to accompany an application depends upon the eligibility category of application.

Cognitive:	Medical report and school statement
Physical:	Medical report or EAP current for Units 3 and 4; school statement
Sensory:	Medical report or EAP current for Units 3 and 4; school statement
Social/Emotional:	Medical report or EAP current for Units 3 and 4; school statement

The currency of documentation differs according to whether AARA applies to summative internal assessment (Units 3 and 4) or summative external assessment (at the end of Year 12).

Full details may be found in the QCE/QCIA Handbook or advice may be sought from the Senior School Coordinator or Assistant Principal – Curriculum.

Examples of possible access arrangements and reasonable adjustments (page 62 onwards in the QCE/QCIA Handbook) with possible categories that may prompt a request for such AARA. These categories are Cognitive ((C) Physical (P); Sensory (S); and Social/Emotional (S/E).

Alternative format papers	S
Assistance	P, S, S/E
Assistive Technology	S
Bite-sized food	
Comparable assessment	
Computer	C, P
Drink	
diabetes management	
Extension	
Extra time	C, P, S
Individual instructions	S
Medication	
Physical equipment and environment	
Reader	C
Rest breaks	C, P, S, S/E
Scribe	C
Varied seating	
Variation to venue	S/E
Vision aids	