Victoria Point State High School

Access Arrangement and Reasonable Adjustments <u>Student Application Form</u>

Student/Parent complete Page 1 only

Instructions for AARA (QCAA) Applications Year 7 to 12

- To be considered, this application must be submitted **on or before the due date**
- For extension requests, applications must be submitted **before the due date**
- Please refer to the Victoria Point State High School Assessment Factsheet prior to submission of the application
- Granting of AARA is at the discretion of the Principal and/or their delegate
- For further information, regarding AARA, please refer to the QCAA website.

Date of Application: _____ **Students Name:** _____

Eligibility Criteria (select from the conditions and categories below):

Eligible	Not Eligible
Disability: • cognitive • physical • sensory • social/emotional Plus: • illness • misadventure (unforeseen circumstances that are outside of the student's control, e.g., accident, death of a family member)	• 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)

Time-frame of condition	Category	Supporting Evidence
☐ Temporary (near assessment time) ☐ Intermittent (Impact for 3-week period or longer) ☐ Permanent (Diagnosed/Imputed disability or condition)	☐ Illness ☐ Social/Emotional ☐ Sensory ☐ Cognitive ☐ Bereavement ☐ Misadventure	Medical Report: Required for all medical applications unless disability verification paperwork has been provided to the school. Student Statement: Optional, but recommended for students in Year 11 and 12.

Indicate the assessments you would like AARA to be applied to (please list below):

☐ **External exams** ☐ **All exams** ☐ **All written tasks** ☐ **All spoken tasks** ☐ **Individual tasks**

Subject	Teacher	Assessment(s)	Original Due Date	Extension Due Date Request	Delegate Signature

Statement explaining reason for application (supporting evidence to be attached e.g. medical/legal documentation):

_____

Student/Parent/Carer signature: _____

☐ **AARA Approved** ☐ **AARA Not Approved** **Date Approved** _____

HOD/HOSE signature: _____ Principal/Delegate (DP) signature: _____

- HOD/HOSE to ensure both pages are read and completed as required by student/staff.
- Year Level DP to ensure a copy of the approved application is to be emailed to and a Support Provision distributed if required:

☐ Parent/Carer ☐ Student ☐ Teacher ☐ Student Services

Victoria Point State High School

Access Arrangement and Reasonable Adjustments <u>Teacher Approval Form</u>

School Staff complete Page 2 only

Teacher: _____ Students Name: _____

- Shaded cells below will require additional application processes through QCAA for students completing Summative External Assessment (to be completed by Deputy Principal – Inclusive Education).

- Refer to [Reporting and approving processes for AARA](#) for additional information on the adjustments below.

AARA	Indicate the adjustment requested				
Extra Time	Extra exam time (5 minutes per 30 mins) **Total Additional Time:** minutes				☐
Rest Breaks	Rest break (5 minutes per 30 mins) **Total Rest Time:** minutes				☐
Comparable Assessment	Comparable assessment not previously seen or administered				☐
Alternative format papers	Braille ☐	A4 to A3 Enlargement ☐	Electronic Format	Large Print Papers ☐	Black and White Materials ☐
	Additional Information:				
Assistance	Support staff assisting with manipulation of equipment and other practical tasks ☐		Supervisor using student name in reading assessment instructions, support/reassurance, prompting to continue with task ☐		
Specialist Equipment	Physical equipment and/or environment (for example, specialised chair or desk, cushion, heat/cold pack, lighting, vision aids, other physical aid)				☐
	Additional Information:				
Varied Seating	Single student supervision (separate from main assessment room) ☐		Small group supervision (separate from the main assessment room) ☐	Seated at the back, front or side of main assessment room ☐	
Scribe	Work with support staff who transcribes student's verbal response verbatim				☐
Reader	A reader who reads the assessment or the student's response aloud as often as the student requests				☐
Computer	Desktop computer or laptop computer with approved software application				☐
Assistive Technology	Amplification System ☐	Speech Recognition Software ☐	Magnification Application ☐	Screen Readers ☐	Scanning Pens ☐ / Accessible Hardware ☐
Other (please specify)					

- An Approved AARA must be attached to the assignment and/or examination prior to the distribution and/or completion of the assessment item.
- The Student Services Administrator will upload the Approved AARA and relevant documentation to OneSchool under Support Provisions and complete further QCAA processes if applicable.