



# Application for Access arrangements and reasonable adjustments

<b>Student Name:</b>		<b>Year Level:</b>	<input type="checkbox"/> 11 <input type="checkbox"/> 12
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<b>Duration</b>	From:	To:
<b>Barrier</b>	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	
<b>Categories for AARA eligibility</b>	<input type="checkbox"/> Cognitive <input type="checkbox"/> Physical <input type="checkbox"/> Sensory <input type="checkbox"/> Social/Emotional	

<b>Supporting documentation to justify decision</b>	<input type="checkbox"/> Medical report (by GP or Specialist or Psychologist) <input type="checkbox"/> Student statement
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<b>Reason for Application</b> (please detail your circumstances and the reason for requested adjustments)	
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	Subject	Task	Due Date	Negotiated Arrangements/ Adjustments (Office Use Only)
<b>PRINCIPAL REPORTED:</b>  Provide details of the subject(s) and task(s) covered by this application				

<b>QCAA APPROVAL REQUIRED:</b> (Office Use Only)	<input type="checkbox"/> extra time and/or rest breaks (5 mins per half hour for examinations)	<input type="checkbox"/> assistive technology including use of a computer
	<input type="checkbox"/> extension of time (past due date for assignment)	<input type="checkbox"/> a reader and/or scribe
	<input type="checkbox"/> assistance	<input type="checkbox"/> variation to venue
	<input type="checkbox"/> bite-sized food and/or drink and/or medication	<input type="checkbox"/> format of papers

<b>Assessment impacted</b>	<input type="checkbox"/> Unit 1 ____ <input type="checkbox"/> Unit 2 ____ <input type="checkbox"/> Unit 3 ____ <input type="checkbox"/> Unit 4 ____
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<b>APPROVAL OF AARA:</b>	
Signature of GO/ HOD Senior Schooling	Date:
Signature of Year Level Deputy Principal	Date:

OFFICE USE ONLY	Type of Approval
Application for AARA has been uploaded to Support Provisions in OneSchool; copy saved in G Drive files <input type="checkbox"/>	<input type="checkbox"/> Principal reported AARA approved via this application – reported via QCAA Portal  <input type="checkbox"/> QCAA approved AARA submitted via QCAA Portal
Teachers/ HODs notified via email <input type="checkbox"/>	
Student notified via email <input type="checkbox"/>	

## Possible access arrangements and reasonable adjustments: refer guidelines

AARA	Description	Approval type	
		Summative IA	Summative EA
Alternate format papers	<ul style="list-style-type: none"> <li>A4 to A3 enlargement</li> <li>Electronic format</li> <li>Black and white materials</li> </ul>	PR	QCAA
Assistance	<ul style="list-style-type: none"> <li>Teacher aide assisting with manipulation of equipment</li> <li>Supervisor reading assessment instructions, providing support and reassurance, and prompting student to start or continue</li> </ul>	PR	QCAA
Assistive technology	<ul style="list-style-type: none"> <li>Speech to text application; magnification application</li> </ul>	PR	QCAA
Bite-sized food	<ul style="list-style-type: none"> <li>Bite sized food in clear container (not crunchy, strong smelling or wrapped in packaging)</li> </ul>	PR	PR
Comparable assessment	<ul style="list-style-type: none"> <li>Alternative comparable assessment that has not been previously administered to students in the cohort, administered on a different date</li> </ul>	PR	N/A
Computer	<ul style="list-style-type: none"> <li>Desktop or laptop computer with approved software</li> </ul>	PR	QCAA
Drink	<ul style="list-style-type: none"> <li>Drink other than water for medical reasons in a clear unlabelled bottle</li> </ul>	PR	PR
Diabetes management	<ul style="list-style-type: none"> <li>Bite-sized food; drink; blood glucose monitoring equipment</li> <li>Rest breaks; medication</li> <li>Varied seating and rest time</li> </ul>	PR	PR
Extension	<ul style="list-style-type: none"> <li>Extension to due date for submission or completion of extended response or performance or non-examination</li> </ul>	PR	N/A
Extra time	<ul style="list-style-type: none"> <li>Additional working time – 5 minutes per half hour of examination assessment time</li> </ul>	QCAA	QCAA
Individual instructions	<ul style="list-style-type: none"> <li>Clean, unannotated copy of the written instructions</li> </ul>	PR	PR
Medication	<ul style="list-style-type: none"> <li>Only prescribed medication in a clear container</li> </ul>	PR	PR
Physical equipment and environment	Examples include – <ul style="list-style-type: none"> <li>Specialised desk or chair; cushion; pillow; crutches; heat or cold pack; towel; ventilation; other physical aid</li> </ul>	PR	PR
Reader	<ul style="list-style-type: none"> <li>Reader who reads the assessment or student response aloud</li> </ul> <i>Refer to Readers and scribe information sheet via QCAA Portal</i>	PR	QCAA
Rest breaks	<ul style="list-style-type: none"> <li>Five minutes per half hour of assessment time</li> <li>Taken any time during the assessment</li> </ul>	QCAA	QCAA
Scribe	<ul style="list-style-type: none"> <li>Work with someone who transcribes the student's verbal response or directions during the assessment</li> </ul> <i>Refer to Readers and scribe information sheet via QCAA Portal</i>	PR	QCAA
Varied seating	Determined by school external assessment co-ordinator/supervisor. Options include: <ul style="list-style-type: none"> <li>Single student supervision (eg using a reader)</li> <li>Small group supervision (eg group with rest breaks)</li> <li>Seated out of order (eg at side/back of room to stand periodically)</li> </ul>	PR	PR
Variation to venue	<ul style="list-style-type: none"> <li>Changes due to severe weather conditions or incidents</li> </ul>	PR	QCAA
Vision aids	Examples include: <ul style="list-style-type: none"> <li>Coloured transparency overlay</li> <li>Different lighting</li> <li>Other vision aids</li> </ul>	PR	PR

N/A – Not applicable

PR – Principal reported

QCAA – QCAA approved

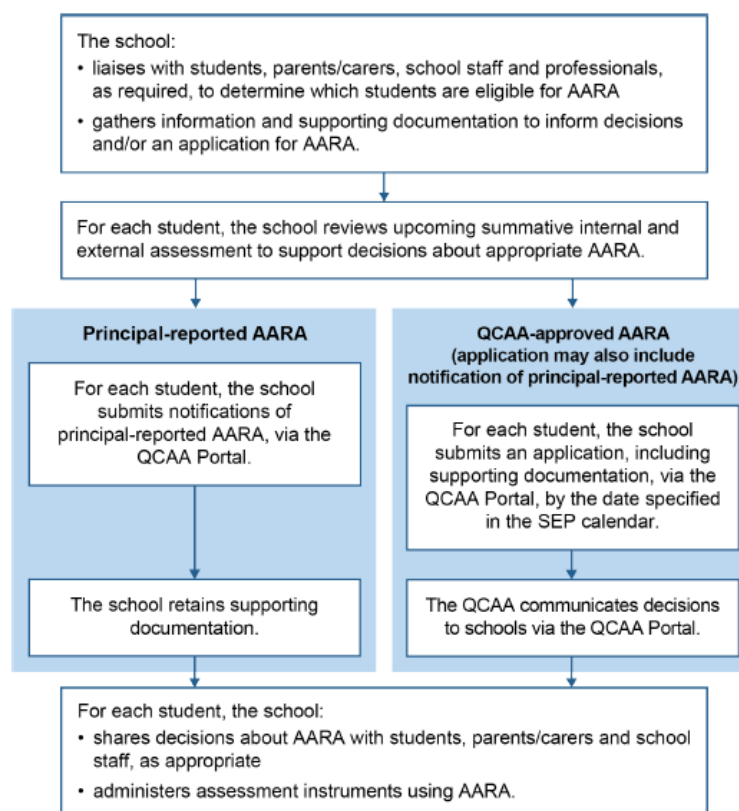


Diagram is from QCAA QCE and QCIA policy and procedures handbook 2019 v1.1