



Mountain Creek State High School Year 11 & 12

AARA FORM B: HOD

Access Arrangements and Reasonable Adjustments

NAME: _____

FORM CLASS : _____

FACULTY: _____

HOD _____

REASON

Students may be eligible for AARA for the following reasons...

Choose the reason for you request.

- ☐ Illness (medical certificate- duration of medical condition & impact on learning)
- ☐ Misadventure (unforeseen circumstances, e.g. car accident, natural disaster)
- ☐ Impairment -physical, cognitive, social-emotional, sensory (diagnosis & detailed documentation may be required)
- ☐ Family circumstances (supported by HOSS or Student Services on a *School Statement*)
- ☐ Competing school commitments (Unit 1 & 2 only & supported by HOSS on a *School Statement*)
- ☐ State, national or international sport (internal assessment only & supported by coach on a *School Statement*)

All requests for must be supported by 3rd party documentation outlining

- ☐ duration of circumstance
- ☐ impacts on learning &/or attendance

Students will not be eligible for AARA for the following reasons...

- Student absent from school on the day – submit via 'Turn-it in' or email teacher + keep receipt evidence
- Teacher absent from school on the day –submit to replacement teacher
- Technology failure – save work regularly in multiple places
- Unfamiliar with the English language
- Timetable clash e.g. excursion and test on the same day- must attend test
- **Note from a parent**
- **"The situation cannot be of the student's own choosing or that of the parents/carers, such as a family holiday"**

(Year 12 students, QCE-QCIA Policy And Procedures Handbook 2019 V1.1 Section 6.6, p71)

ADJUSTMENT (NOTE: QCAA does not exempt students from assessment)

What adjustments do you need to complete the task? (e.g. extension, new test date)

Student Signature: _____

Date: _____

Parent Signature: : _____

Date: _____

REQUEST

- Discuss with the teacher and request their support for adjusted conditions
- Submit this form with 3rd party documentation to Head of Department

OUTCOME: (HOD to complete and share with teacher and student)

HOD Signature: : _____

Date: _____



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STEPS FOR SCHOOL STAFF: OFFICE USE ONLY

☐ TEACHER

- Draft Sighted: **Yes/No**
- Number of Lessons Missed: ____
-

Teacher Feedback for HOD:

☐ HOD

1. Check that the circumstances don't impact across subjects; if so refer to Guidance
2. Third Party Documentation sighted: **Yes / No**
3. Unit 3 & 4: Go to AARA App. It will indicate what documentation is required.
 - Record Extension and/or Comparable Assessment. There is no App requirement to upload documentation or record the new due date for an extension.
 - If School Statement is required, send form to teacher to complete
 - External exam adjustments are QCAA approved and must be **requested** on QCAA Portal App (school statement & 3rd party documentation if required).
4. One School Recording for Unit 1 & 2 and Principal Reported AARA for Unit 3 & 4
 - Extensions are recorded in *Contacts*
 - Comparable Assessment recorded in *Support Provisions*
 - Third Party Documentation and this form uploaded in either *Contacts* or *Support Provisions*
5. Approval: **Yes / No**
6. Communication of outcome with teacher, student, parent recorded on One School *Contacts*

NOTES:

Signature:

Date: