**LONG-TERM AARA Application**

*For Years 11 & 12 only*

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| **Name:** | **Form Class:** |
| **Email:** | **Date AARA form submitted:** |
|  | **Staff AARA form submitted to:** |

**Student Checklist:** *You need to do the following:*

|  |  |
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|  | Communicate with support people (teacher, HOY, Student Services, Skills Case Manager) to determine if you are eligible for an AARA. |
|  | Determine if you need to arrange a meeting with school support person . |
|  | Gather evidence. |
|  | Submit THIS FORM and EVIDENCE to one of the following:   * 1. Guidance Officer (for long-term adjustments)   2. Skills Case Manager (for long-term adjustments) |
|  | Let your class teacher/s know who has the form and when you gave it to them |

**Request:** W*hat are you seeking?*

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|  | Extension to assessment item |
|  | Adjustment/s to assessment item |
|  | Reschedule to exam time |
|  | Adjustment/s to exam conditions |
| **NOTE: Drafts do not require AARAs, they are negotiated directly between the student and the teacher** | |

**Reason:** W*hy are you applying for this AARA and what evidence MIGHT you need to support it?*

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| **LONG-TERM & CHRONIC CONDITIONS** | | | | |
|  | Cognitive | Physical | Social / Emotional | Sensory (Sight/Hearing) |
| **Require Medical report outlining all of the following:**   * + Diagnosis of disability and / or medical condition   + Date of diagnosis   + Date of occurrence or onset of the disability and / or medical condition   + Treatment or course of action related to the disability and / or medical condition   + Information about how this affects you participating in timed assessments (exams)   + Specific professional recommendations regarding AARA   [**https://www.qcaa.qld.edu.au/senior/assessment/aara/resources**](https://www.qcaa.qld.edu.au/senior/assessment/aara/resources) | | | | |
| **Other:** | | | | |

**Evidence:**  *What documentation do you HAVE?*

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| --- | --- | --- | --- | --- | --- |
| **TYPE OF EVIDENCE**  **You MUST tick ONE box** |  | Medical Certificate |  | Written Documentation | Other |
|  | | If ticked “written documentation” or “Other”, describe the evidence you have:  (eg: Ongoing parent contact with HOY or student services, written statement from coach, letter from psychologist) | | |

**Decision:** *School staff ONLY to complete this section*

Your AARA/s has been:  Declined – assignment is due on the original due date/s; No extension/s or adjustment/s has been approved.

Approved – see over page for new due date/s and/or approved adjustments.

**STAFF MEMBER CODE:**        **SIGNATURE:**        **DATE:**

**Details of AARA request/s:** *what are the details of the assessments?*

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| **SUBJECT**  **CODE** | **ASSESSMENT NAME and TYPE**  **For each assignment, you must TICK ONE NAME BOX and WRITE THE TYPE from the list provided** | | | | | | | | | | | | | | **TEACHER CODE** | **ORIGINAL**  **Due Date** | **REQUESTED**  **Due Date** | **School Staff ONLY to complete the columns at right** | **NEW APPROVED Due Date** | **STAFF COMMENTS**  (if applicable) |
| **Choose from:** | | | | | | | | | | | | | | **Including:**   * **Description of any approved adjustments** * **Rescheduled Exam location and time details** * **Submission time and style (eg Turn-it-in, hardcopy, etc)** |
| * **Collection** * **Extended response** * **Investigation** * **Performance** | | | | | | * **Practical** * **Product** * **Project** * **Exam** | | | | * **Data test** * **Experiment** * **Problem solving & modelling** * **CIA** | | | |
|  | **Year 11** |  | | | | = FIA1 |  | | = FIA2 |  | | = FIA3 |  | = FIA4 |  |  |  |  |  |
| **Year 12** |  | | | = IA1 | |  | | = IA2 |  | | = IA3 |  | = IA4 |
| **TYPE:** | | | | | | | | | | | | | |
|  | **Year 11** |  | | | = FIA1 | |  | | = FIA2 |  | | = FIA3 |  | = FIA4 |  |  |  |  |  |
| **Year 12** |  | | | = IA1 | |  | | = IA2 |  | | = IA3 |  | = IA4 |
| **TYPE:** | | | | | | | | | | | | | |
|  | **Year 11** |  | | | = FIA1 | |  | | = FIA2 |  | | = FIA3 |  | = FIA4 |  |  |  |  |  |
| **Year 12** |  | | | = IA1 | |  | | = IA2 |  | | = IA3 |  | = IA4 |
| **TYPE:** | | | | | | | | | | | | | |
|  | **Year 11** |  | | | = FIA1 | |  | | = FIA2 |  | | = FIA3 |  | = FIA4 |  |  |  |  |  |
| **Year 12** |  | | | = IA1 | |  | | = IA2 |  | | = IA3 |  | = IA4 |
| **TYPE:** | | | | | | | | | | | | | |
|  | **Year 11** | |  | = FIA1 | | |  | = FIA2 | |  | | = FIA3 |  | = FIA4 |  |  |  |  |  |
| **Year 12** | |  | = IA1 | | |  | = IA2 | |  | | = IA3 |  | = IA4 |
| **TYPE:** | | | | | | | | | | | | | |

**Staff Checklist:** *School staff ONLY to complete this section*

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|  | Make a decision on the request and complete application |
|  | Email the decision to student, teacher and parent (attaching completed application form with decision indicated) |
|  | Record on oneschool (attaching completed application form and third-party evidence) -  C*ontact* (for temporary) or  *Support & PLP*  (for chronic) |
|  | Record on internal AARA Spreadsheet |
|  | **For Unit 3 & 4**: Enter on QCAA Portal as a Principal Reported AARA |