**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?*

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |