**Short-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, parent, HOY, Student Services) about needing extra time or an adjustment |
|[ ]  Gather evidence, (see suggestions below) |
|[ ]  Submit THIS FORM and EVIDENCE to one of the following* 1. Faculty HOD (if applying for an AARA for 1 assessment only) or
	2. Senior School HOD (if applying for an AARA for multiple subject assessments) or
	3. Guidance Officer or Skills Case Manager (but ONLY if you have been working with them previously)
 |
|[ ]  Let your class teacher/s know who has the form and when you gave it to them |

**Request:** *What 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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| **REASON****You MUST tick ONE box** |[ ]  Illness / Injury |[ ]  Family CircumstancesDetails: \_\_\_\_\_\_\_\_\_ |  [ ]  Misadventure Details**:**(Unforeseen circumstances, e.g. car accident, natural disaster) |[ ]  State or National Representative Sport**(Unit 1 + 2 only)** | [ ]  | Competing school commitments**(Unit 1 + 2 only)** |
|  |  |  |  |  |  |  |  | (Commitments due to camps, work placement, etc) |
|  |  |  |  |  |  |  |  |  |  |  |
| **Type of evidence you MAY provide** | Medical certificate stating:* Duration of condition
* Impact on learning
 | **EXAMPLES:*** Family contact with HOY
* Student Services contact
* written documentation from external support services
* Cultural obligations
 | **EXAMPLES:*** Medical Certificate
* Family contact with HOY
* Student Services contact
* Written documentation from external services
 | Written documentation from the event or coach | **EXAMPLES:*** Statement from teacher
* Written documentation from external service
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**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 – assessment 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 assessment are you requesting adjustments too?*

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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) |
|[ ]  Record on internal AARA Spreadsheet |
|[ ]  **For Unit 3 & 4**: Enter on QCAA Portal as a Principal Reported AARA |