



## SHAILER PARK STATE HIGH SCHOOL

Application for Access Arrangements and Reasonable Adjustments (AARA)

### HOW DO I APPLY FOR ACCESS, ARRANGEMENTS OR REASONABLE ADJUSTMENTS (AARA)?

#### I'm a Junior (Year 7-9)

1. For an AARA for a temporary extension, illness or misadventure in 1 subject see the Faculty HOD as soon as soon as possible before the due date. If you need an AARA for any other category or in more than 1 subject see the Junior Schooling HOD.
2. Make sure you have medical certificates or any other documentation to say why you need the extension/adjustment.
3. Complete an AARA application (available on SPSHS website).

#### I'm a Senior (Year 10-12)

1. Make sure you have medical certificates or any other documentation to say why you need the extension/adjustment.
2. Complete an AARA application (available on SPSHS website).
3. Make an appointment to see your House Guidance Officer as soon as possible **before** the due date.

### STUDENT DETAILS

Student Name:	Student Signature:	HCG:
		Year Level:
		Date:
Parent Name:	Parent Signature:	Date:

Completed by Student			Completed by School
Subject	Assessment Item	Original Due Date	Details/summary of approved adjustments:

TYPE OF AARA (tick one)	CATEGORY (tick one)
Long Term (DDA) <input type="checkbox"/>	Cognitive <input type="checkbox"/> Physical <input type="checkbox"/>
Intermittent <input type="checkbox"/>	Sensory <input type="checkbox"/> Social/Emotional <input type="checkbox"/>
Temporary (sick, sport etc) <input type="checkbox"/>	Illness/Misadventure <input type="checkbox"/> Other <input type="checkbox"/>

SUPPORTING DOCUMENTATION ATTACHED (see over for descriptions & tick all relevant)			
Medical Report <input type="checkbox"/>		Student Statement <input type="checkbox"/>	
Evidence of a verified disability <input type="checkbox"/>		Other evidence <input type="checkbox"/>	
School/Teacher Statement <input type="checkbox"/>			

ADJUSTMENTS REQUESTED (see over for descriptions & tick all relevant)			
Alternate format paper <input type="checkbox"/>		Diabetes management <input type="checkbox"/>	Rest breaks <input type="checkbox"/>
Assistance <input type="checkbox"/>		Extension <input type="checkbox"/>	Scribe <input type="checkbox"/>
Assistive technology <input type="checkbox"/>		Extra Time <input type="checkbox"/>	Varied seating <input type="checkbox"/>
Bite-sized food <input type="checkbox"/>		Individual instructions <input type="checkbox"/>	Variation to venue <input type="checkbox"/>
Comparable assessment <input type="checkbox"/>		Medication <input type="checkbox"/>	Vision aids <input type="checkbox"/>
Computer <input type="checkbox"/>		Physical equip & environment <input type="checkbox"/>	Other <input type="checkbox"/>
Drink <input type="checkbox"/>		Reader <input type="checkbox"/>	

Office use only		Staff member name
Request received:	Date:	
Application uploaded to QCAA (Yr12 ONLY):	Date:	
AARA Approved:      YES      NO	Date:	
Guardian/student/HOD/Teacher informed of outcome:	Date:	
Entered into AARA table & calendar:	Date:	
PLP updated (if required):	Date:	
<b>Principals Delegate's Signature:</b>		<b>Date:</b>

SUPPORTING DOCUMENTATION DESCRIPTIONS	
<b>Medical Report</b> (see template on share point & website)	<ul style="list-style-type: none"> <li>• Diagnosis of disability and / or medical condition</li> <li>• Date of diagnosis</li> <li>• Date of occurrence or onset of the disability and /or medical condition</li> <li>• Symptoms, treatment or course of action related to the disability, impairment and/or medical condition</li> <li>• Information about how the diagnosed disability, impairment and/or medical condition affects the student participating in assessment, particularly timed assessment when considering external assessment</li> <li>• Professional recommendations regarding AARA</li> <li>• If a student has been verified as part of the Education Adjustment Program (EAP) or equivalent, the formal notification of EAP may substitute for a medical report.</li> <li>• Must be completed by a relevant practitioner who is a general practitioner (GP), medical specialist, or psychologist (registered under Queensland's <i>Medical or Psychologists Practitioners Registration Act 2001</i>), and who is not related to the student or employed by the school.</li> </ul>
<b>School statement</b>	<ul style="list-style-type: none"> <li>• The school collects information in relation to the disability, impairment and/or medical condition in order to prepare the school statement.</li> </ul>
<b>Student statement</b>	<ul style="list-style-type: none"> <li>• The student may choose to submit a statement about how their disability, impairment and /or medical condition affects them in assessment.</li> </ul>

SUMMARY OF POSSIBLE ADJUSTMENTS	
Alternate format paper	E.g. Braille, enlargement, electronic, large print, black & white.
Assistance	E.g. TA manipulate equipment, support or reassurance, prompt to continue.
Assistive technology	Amp system, speech to text, magnification.
Bite-sized food	Small amount in clear container that does not distract others
Comparable assessment	Alternative comparable assessment given on different date.
Computer	See info on Computers via QCAA portal
Drink	A drink other than water that is required for medical reason – clear unlabelled bottle.
Diabetes management	E.g., food, drink, monitoring equipment, medication, varied seating & rests
Extension	Extension of due date for projects, performance & non- examination
Extra Time	Extra working time at the rate of 5 mins per half hour of exam
Individual instructions	Clean, unannotated copy of the written instructions.
Medication	Only prescribed medication may be taken into exams in a clear container
Physical equipment & environment	E.g. special chair, cushion, heat or cold pack, towel, lighting, crutches
Reader	Reads the assessment or student's response aloud as often as requested
Rest breaks	At the rate of 5 mins per half hour at any time during the exam
Scribe	Writes student's verbal response or directions during the assessment
Varied seating	E.g. Front or back, near door or other room
Variation to venue	Usually made due to weather or other incident
Vision aids	E.g. colour overlay, different lighting.