

BACKGROUND

In the new QCE system, AARA (Access Arrangements and Reasonable Adjustments) minimise barriers for eligible students to demonstrate their learning, knowledge and skill in assessment. AARA are for students who may have disability, impairment and/or medical conditions or experience other circumstances that may be a barrier to their performance in assessment.

Schools should make all students aware that AARA is available. The school must submit principal-reported AARA to the QCAA portal on behalf of the student before the due date, for students who undertake (summative) internal and external assessments in Units 3 and 4 for Applied and General subjects and for external exams in General subjects.

ELIGIBILITY

Granting an AARA, QCAA, principal or principal's delegate must:

- be reasonably satisfied that the need for the AARA exists
- be able to provide evidence to justify the decision.

Students are not eligible for AARA on the following grounds:

- unfamiliarity with the English language
- late AARA submission or lack of supporting evidence, e.g. medical certificate
- teacher absence or other teacher-related difficulties
- matters that students are able to avoid (e.g. misreading an exam timetable, misreading exam instruction)
- matters or absences of the students' and parents'/carers' own choosing e.g. family holidays, sporting or cultural events.

If in doubt, contact the Principal's Delegate, Mr Craig Forknall, cfork1@eq.edu.au.

Applications for known or pre-existing conditions must be submitted prior to the end of Term 1 in the summative year (i.e. Year 12).

Schools make decisions about AARA for Units 1 and 2. This provision of AARA for Units 1 and 2 by a school **does not guarantee** that students be provided with the same adjustments for assessment in Units 3 and 4. Assessment adjustments must not interfere with the integrity of the achievement standard.

PROCEDURE FOR APPLYING FOR AN AARA

1. Check eligibility information (see above and over the page).
2. Complete the AARA request form and submit this, with all required documentation, to the relevant Head of Department (with the teacher and student sections completed)/Principal's Delegate **before the due date**.
3. Students, parents and subject teacher/s are advised via email of the outcome of the request.
4. If approved, students complete assessment as per the information provided e.g. submit by given date, accessing adjustments provided.

SUMMARY OF POSSIBLE PRINCIPAL-REPORTED AND QCAA-APPROVED AARA

(This is a guide only. Each application will be assessed on its own merit.)

AARA	Description of adjustments to assessment conditions
Extra time	Additional working time at the rate of five minutes per half hour of examination assessment time.
Rest breaks	Time to rest at the rate of five minutes per half hour of assessment time, taken at any time during the assessment.
Physical environment	Temperature / lighting / ventilation / seating / venue etc.
Comparable assessment	An alternative comparable assessment that has not previously been administered to students in the subject cohort, may be administered on a different date.
Assistance (Reader/Scribe/Teacher Aide)	Reader may read the assessment or the student's response aloud as often as the student requests. Work with someone who transcribes the student's verbal response or directions during the assessment. Teacher aide (TA) assisting with use of equipment and practical tasks
Computer	Desktop computer or laptop computer with an approved software application.
Assistive technology	Assistive technology to assist students to complete assessment will depend on variable factors, nature and severity of the student's disability and/or impairment and its functional impact, e.g. <ul style="list-style-type: none"> • amplification system • speech-to-text application • magnification application.
Extension	An extension to the due date for submission or completion of an extended response project, performance or assessment.