



AARA APPLICATION FORM FOR YEAR 11-12 STUDENTS ONLY

(Access Arrangements and Reasonable Adjustments)

ALL COMPLETED APPLICATIONS MUST BE EMAILED TO AARA@alexandrahillsshs.eq.edu.au

1. Complete the following information:

Student name					
Student Email		Year Level		Date	
Parent/Carer Name				Signature	

2. Please indicate which AARA you are applying for: ✓



Extension of Assessment → Go to Part A



Non-attendance to Exam due to illness or misadventure → Go to Part B



Long term AARA → Go to Part C

A. Extension of Assessment

*Extension applications should be submitted 3 days before the due date, unless emergency circumstances apply.

Reason for Extension Request					
Details of documentation attached e.g. Medical Certificate, reason for request (evidence if available) <i>*Please attach all documentation supporting this application</i>					
Parent Signature		Student Signature		Date	
SUBJECT Request for Extension	Teacher	Assessment Due Date	Requested New Extension Date	YES/NO Approved by SSDP	Signature

Extensions are for unforeseen circumstances or events that occur close to the due date. Extensions are **not available for known events** (for example, sporting competitions, religious activities/reasons, holidays). In these cases, the student should negotiate to submit their work before the due date. Reference: Queensland Curriculum and Assessment Authority



B. Non-Attendance of Exam due to illness or misadventure

*AARA application should be completed no later than the follow day of exam missed.

Reason for Non-Attendance			
Details of documentation attached e.g. Medical Certificate. Outline the likely impacts on the student's ability to undertake or complete timed assessment <i>*Please attach all documentation supporting this application</i>			
SUBJECT EXAM Absent	Teacher	Missed Exam Date	NEW Exam Date

C. Long Term AARA

*Students must complete a **Medical Report** (required for all medical applications unless disability verification paperwork has been provided to Inclusion DP) and a **Student Statement**.

What adjustments are you requesting on an AARA application with QCAA?

Examples: Extra time, rest breaks, alternative paper format, computer, assistive technology, specialised equipment, varied seating etc.

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For more information on AARA applications, visit <https://www.qcaa.qld.edu.au/senior/assessment/aara/resources>

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