



# PACIFIC PINES STATE HIGH

## INSPIRING EXCELLENCE TO EMPOWER SUCCESS

### PACIFIC PINES STATE HIGH SCHOOL AARA PROCESS 2024

Pacific Pines State High is committed to reducing barriers to success for all students including the recognition that some students require adjustments for assessment and exams. AARA (Access Arrangements and Reasonable Adjustments) are actions taken by the school to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment.

#### WHO IS ELIGIBLE FOR AN AARA?

Any student who meets the criteria below could be eligible for an AARA.

Eligible	Not Eligible
<b>Short Term:</b> <ul style="list-style-type: none"> <li>Illness e.g. flu, anxiety (anxiety - apply each term)</li> <li>Misadventure e.g. broken limb</li> <li>Unforeseen circumstances where the student has no control eg. accident, death of a family member</li> </ul> <b>Long Term:</b> <ul style="list-style-type: none"> <li>Cognitive eg. ASD, ADHD, dyslexia</li> <li>Physical e.g. asthma, arthritis</li> <li>Sensory e.g. hearing impairment</li> <li>Social/emotional eg ADHD, (anxiety - apply each semester)</li> </ul>	<ul style="list-style-type: none"> <li>Unfamiliar with the English language.</li> <li>Teacher absence or other teacher-related difficulties.</li> <li>Matters that the student could have avoided, e.g. misreading an exam timetable, misreading instructions in examinations.</li> <li>Timetable clashes.</li> <li>Matters of the student's or parent's/carer's own choosing, e.g. family holidays, sporting events/commitments.</li> <li>Matters that the school could have avoided, e.g. incorrect enrolment in a subject.</li> <li>Any technical issues e.g. computer crash or not working, work not backed up to an external hard drive/One-Drive/cloud.</li> </ul>

#### HOW DO STUDENTS APPLY FOR AN AARA?

Students can download the *Student AARA Application Form (and Medical Application Form for long term AARA)* from Daymap notices or from the School website. Short Term applications are to be submitted to email [Year7to9AARA@pacificpinesshs.eq.edu.au](mailto:Year7to9AARA@pacificpinesshs.eq.edu.au) or [Year10to12AARA@pacificpinesshs.eq.edu.au](mailto:Year10to12AARA@pacificpinesshs.eq.edu.au) (or handed in at the main office) before 11.59pm the due date of an assessment draft/final or before 5pm on the day of a missed exam. Long Term AARAs can be submitted at any time.

Short Term AARA – Years 7 to 9	Long Term AARA Years 7 to 9 (medical diagnosis)
<b>Physical/Misadventure (eg. Broken arm)</b> <ul style="list-style-type: none"> <li>Student submits AARA application form</li> </ul> <b>Assessment extension (up to 5 calendar days):</b> <ul style="list-style-type: none"> <li><b>Draft:</b> Submit Student AARA Application Form.</li> <li><b>Final:</b> Submit Student AARA Application Form and supporting documentation.</li> </ul> <b>Absent for an exam:</b> <ul style="list-style-type: none"> <li>Student submits AARA application form</li> <li>Student completes exam at next possible lesson</li> </ul>	<b>Students without a current diagnosis:</b> <ul style="list-style-type: none"> <li>Submit the Student and Medical AARA Application Forms</li> <li>Approved AARAs recorded on One-School under support provisions and remain valid until the end of year 9.</li> </ul> <b>Students with a current diagnosis:</b> <ul style="list-style-type: none"> <li>As above. Access Advocates will work with families to determine the appropriate adjustments to apply for.</li> </ul>
Short Term AARA – Years 10 to 12	Long Term AARA Years 10 to 12 (medical diagnosis)
<b>Assessment extension (5 calendar days):</b> <ul style="list-style-type: none"> <li><b>Draft:</b> Submit Student AARA Application Form.</li> <li><b>Final:</b> Submit Student AARA Application Form and GP provided medical certificate.</li> </ul> <b>Absent for an exam:</b> <ul style="list-style-type: none"> <li>Submit Student AARA Application Form and medical certificate that covers the day of the missed exam.</li> <li>AARA application is due before 5pm the day of the exam. The medical certificate is due no more than 3 calendar days after the exam.</li> <li>Yr 11/12 units 3&amp;4 students complete comparable exam.</li> <li>Yr 12 External Exams – student completes the QCAA Illness and Misadventure AARA Application Form together with a GP provided medical certificate.</li> </ul>	<b>Students without a current diagnosis:</b> <ul style="list-style-type: none"> <li>Submit the Student and Medical Application Forms. Long term conditions must not be dated earlier than year 10.</li> <li>Approved AARAs recorded on One-School under support provisions.</li> <li>For units 3&amp;4: Students will be advised if further documentation is required. HOD Senior School submits documentation to QCAA. Temporary conditions (anxiety) are only valid for 6 months.</li> </ul> <b>Students with a current diagnosis:</b> <ul style="list-style-type: none"> <li>As above. Access Advocates will work with families to determine the appropriate adjustments to apply for.</li> </ul> <b>Further information can be found at the following link:</b> <a href="https://www.qcaa.qld.edu.au/senior/assessment/aara">https://www.qcaa.qld.edu.au/senior/assessment/aara</a>



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Regular short & long term AARAs Year 7 to 9 managed by HOD of Student Success & Engagement with HOD of Inclusion	Regular short & long term AARAs Years 10 - 12 managed by HOD of Senior Student Success & Engagement
<ul style="list-style-type: none"> <li>- AARA application sent through via email (<a href="mailto:Year7to9AARA@pacificpinesshs.eq.edu.au">Year7to9AARA@pacificpinesshs.eq.edu.au</a>)</li> <li>- Teacher Aide triages               <ul style="list-style-type: none"> <li>- Single subject AARA is referred to Curriculum HOD</li> <li>- Multiple subjects is referred to Phase SS&amp;E HOD</li> <li>- Long term is referred to HOD Inclusion</li> </ul> </li> <li>- Decision about AARA is made and returned to TA for processing (Approved AARA notification to student's teacher/s via Daymap and placed onto Oneschool)</li> </ul>	<ul style="list-style-type: none"> <li>- AARA application sent through via email (<a href="mailto:Year10to12AARA@pacificpinesshs.eq.edu.au">Year10to12AARA@pacificpinesshs.eq.edu.au</a>)</li> <li>- HOD of SSS&amp;E makes decision about AARA</li> <li>- Send approved AARA notification to student's teacher/s via Daymap</li> <li>- Emails application and copy of Daymap message to Senior School TA who will complete the admin work uploading application to master provision and personalised learning under support provision in Oneschool</li> <li>- Unit 3&amp; 4 short term AARA – reported to QCAA via AARA tile</li> <li>- Unit 3&amp;4 long term AARA – medical documentation and school statement submitted to QCAA via AARA tile.</li> <li>- School statement is completed by HOD of Senior Student Success &amp; Engagement, Senior Director or GO.</li> </ul>

### Extra Triage Information

#### Wellbeing short and long term

Years 7 to 11 (year 11 units 1 & 2).

- When well-being staff meet with students, they may determine the students may require a short or long term AARA. The well-being staff will advise Amy Ridgeway (TA) of the AARA provisions and whether the requirement is for a short term or long term AARA. The length of the long term AARA may only be a term or a semester – it may not be the length that is outlined in the AARA process – length determined by the well-being staff.
- Amy will send the approved AARA notification to student's teacher/s via Daymap and will complete the admin work uploading AARA details to the year level master provision in Oneschool

#### Amanda Craig – 10 to 12 AARA Co-ordinator

- Ensures student AARA place cards are created for years 10 to 12 students to use in exams
- Works with HODs to ensure AARAs are in place for year 10 to 12 exams.
- Works with Access Advocates and Inclusion HOD to ensure verified students have had the opportunity to apply for an AARA.