

AARA Process

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Pacific Pines State High

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Pacific Pines State High School AARA Process

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

How do Students Apply for an AARA?

Students download the [Student AARA Application Form- Years 7 – 9](#) or [Student AARA Application Form – Years 10 - 12](#) (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 1745 Year 7 to 9 AARA@eq.edu.au or 1745 Year 10 to 12 AARA@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 to the applicable email above.

Short Term and Long Term AARA Explained

Short Term AARA – Years 7 to 9	Long Term AARA Years 7 to 9 (medical diagnosis)
<p>Physical/Misadventure (e.g. Broken arm)</p> <ul style="list-style-type: none"> - Student submits AARA application form <p>Assessment extension (up to 5 calendar days):</p> <ul style="list-style-type: none"> - Draft: Submit Student AARA Application Form. - Final: Submit Student AARA Application Form and supporting documentation. <p>Absent for an exam:</p> <ul style="list-style-type: none"> - Student submits AARA application form - Student completes exam at next possible lesson 	<p>Students without a current diagnosis:</p> <ul style="list-style-type: none"> - Submit the Student and Medical AARA Application Forms - Approved AARAs recorded on One-School under support provisions and remain valid until the end of year 9. <p>Students with a current diagnosis:</p> <ul style="list-style-type: none"> - As above. Dean of Support & Interventions will work with families to determine the appropriate adjustments to apply for.
Short Term AARA – Years 10 to 12	Long Term AARA Years 10 to 12 (medical diagnosis)
<p>Assessment extension (5 calendar days):</p> <ul style="list-style-type: none"> - Draft: Submit Student AARA Application Form. - Final: Submit Student AARA Application Form and GP provided medical certificate. <p>Absent for an exam:</p> <ul style="list-style-type: none"> - Submit Student AARA Application Form and medical certificate that covers the day of the missed exam. - 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. - Yr 11/12 units 3&4 students complete comparable exam. - Yr 12 External Exams – student completes the QCAA Illness and Misadventure AARA Application Form together with a GP provided medical certificate. 	<p>Students without a current diagnosis:</p> <ul style="list-style-type: none"> - Submit the Student and Medical Application Forms. Long term conditions must not be dated earlier than year 10. - Approved AARAs recorded on One-School under support provisions. - For units 3&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. <p>Students with a current diagnosis:</p> <ul style="list-style-type: none"> - As above. Dean of Support & Interventions will work with families to determine the appropriate adjustments to apply for. <p>Further information can be found at the following link: https://www.qcaa.qld.edu.au/senior/assessment/aara</p>
Regular short & long term AARAs Year 7 to 9 managed by Curriculum, Student Success & Engagement, and Support & Intervention HODs	Regular short & long term AARAs Years 10 - 12 managed by HOD of Senior Student Success & Engagement
<ul style="list-style-type: none"> - AARA application sent through via email (1745_Year 7 to 9 AARA@eq.edu.au) - Teacher Aide triages: <ul style="list-style-type: none"> o Single subject AARA is referred to Curriculum HOD o Multiple subjects are referred to Phase SS&E HOD o Long term is referred to HOD Support & Intervention - 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) 	<ul style="list-style-type: none"> - AARA application sent through via email (1745_Year 10 to 12 AARA@eq.edu.au) - HOD of SSS&E makes decision about AARA - Send approved AARA notification to student's teacher/s via Daymap - 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 - Unit 3 & 4 short term AARA – reported to QCAA via AARA tile - Unit 3 & 4 long term AARA – medical documentation and school statement submitted to QCAA via AARA tile. - School statement is completed by HOD of Senior Student Success & Engagement, Senior Director or GO.

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 Wellbeing 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.
- TA 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

Years 10 to 12 AARA Co-ordinator

- Ensures student AARA place cards are created for Year 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 HOD and Deans of Support & Intervention and Inclusion to ensure verified students have had the opportunity to apply for an AARA.

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