AARA Process

MARCH 2026

Pacific Pines State High

Contents

Pacific Pines State High

INSPIRING EXCELLENCE
TO EMPOWER SUCCESS

(07) 5502 5111
15 Archipelago Street, Pacific Pines 4211
office@pacificpineshs.eq.edu.au

1

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: • Illness e.g. flu • Misadventure e.g. broken limb • Unforeseen circumstances where the student has no control e.g. accident, death of a family member Long Term: • Cognitive e.g. ASD, ADHD, dyslexia • Physical e.g. asthma, arthritis • Sensory e.g. hearing impairment • Social/emotional e.g. ADHD, ASD	• 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/ family reason, non-representative and non-school sanctioned sporting events. • 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 the 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 or year10to12aara@pacificpinesshs.eq.edu.au (or hand 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.

Pacific Pines State High
INSPIRING EXCELLENCE
TO EMPOWER SUCCESS

(07) 5502 5111
15 Archipelago Street, Pacific Pines 4211
office@pacificpinesshs.eq.edu.au

2

Short-Term and Long -Term AARA Explained

Short Term AARA – Years 7 to 9	Long Term AARA Years 7 to 9 (medical diagnosis)
Physical/Misadventure (e.g. Broken arm) - Student submits AARA application form **Assessment extension (up to 5 calendar days):** - **Draft**: Submit Student AARA Application Form. - **Final**: Submit Student AARA Application Form and supporting documentation. **Absent for an exam:** - Student submits AARA application form - Student completes exam at next possible lesson	**Students without a current diagnosis:** - 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. **Students with a current diagnosis:** - 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)**
Assessment extension (5 calendar days): - **Draft:** Submit Student AARA Application Form. - **Final:** Submit Student AARA Application Form and GP provided medical certificate. **Absent for an exam:** - 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.	**Students without a current diagnosis:** - 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. **Students with a current diagnosis:** - As above. Dean of Support & Interventions will work with families to determine the appropriate adjustments to apply for. **Further information can be found at the following link:** https://www.qcaa.qld.edu.au/senior/assessment/aara

Pacific Pines State High
INSPIRING EXCELLENCE
TO EMPOWER SUCCESS

(07) 5502 5111
15 Archipelago Street, Pacific Pines 4211
office@pacificpinesshs.eq.edu.au

3

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

- AARA application sent through via email (1745_Year 7 to 9 AARA@eq.edu.au) - Teacher Aide triages:
   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)
	- 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 administrative 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 Deputy Principal or GO.

Wellbeing short and long term AARA

Years 7 to 11 (Year 11 Units 1 & 2)

- When the Guidance Officer meets with a student, they may determine the student may require a short or long-term AARA. The length of the long-term AARA may only be a term or a semester.

Document Title: PPSHS AARA Process				
Document Owner: Business Manager				
Version History:				
Version	Date	Author	Description of Change	Approved By
V2.0	8/03/2026	J. Paul	Initial release	M. Whitbread (BM)
Next Review Date: August 2026				
Location of Master Copy: SharePoint>Documents>Policies & Procedures>Processes>AARA Process				

Pacific Pines State High
INSPIRING EXCELLENCE
TO EMPOWER SUCCESS

(07) 5502 5111
15 Archipelago Street, Pacific Pines 4211
office@pacificpinesshs.eq.edu.au

4