

# AARA Application

## Application for Access Arrangements and Reasonable Adjustments



**Complete after reading the Ormeau Woods State High School Assessment Policy**

Student Name: \_\_\_\_\_

Year: \_\_\_\_\_

**ELIGIBILITY:** Why are you applying for the AARA?

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In what subjects are you applying for an AARA - what assessment(s) have you missed or will you miss or need adjustments for?

Subject	Teacher	Assessment type	Current Due Date

Note: extension to draft due dates will only be considered with evidence supplied prior to the due date.

**Supporting Documentation:**

You may be required to obtain a medical report, or other evidence. Is it attached to the application? YES  NO

If this is a long-term condition eg – dyslexia, shoulder injuries, anxiety etc. A separate application is required. Please consult with your Guidance Officer, Head of Year or Senior Coach.

I declare all information provided to be true and accurate at the time of submission

I agree that where required this information be shared with QCAA to confirm AARA provisions

**Student Signature:** \_\_\_\_\_ **Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Date application received:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

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### Assessment Policy - Quick Guide for Students

\*To be read in conjunction with full Ormeau Woods State High School Assessment Policy

#### When and how do I submit?

The deadline for assignment submissions is midnight on the due date (that goes for emails too.)

You can submit your assignment as:

- electronic copy via Turn-it-In to the subject teacher (preferable option)
- paper-based copy and/or physical product directly to the teacher
- paper-based copy and/or physical product to the school office
- email directly to the class teacher

Different subjects might have different requirements, which will be on the task sheet, or explained to you by your teacher.

#### What if something stops me from getting my assessment done?

Students sometimes need extensions to due dates or adjustments to assessment conditions.

You **can** get extensions/adjustments for:

- a disability or impairment
- an illness or injury that stops you from working on assessment for a long period
- unforeseen serious personal circumstances and cultural obligations

You **can't** get extensions/adjustments for:

- unexplained absence
- family holiday
- representative events
- misreading assessment tasks or calendars
- technology breakdown
- teacher absence

#### What to do:

1. **Complete an AARA application**
2. **Make sure you have a medical certificate or other evidence**
3. **Submit application to the relevant contact as per the table below**

Who to contact to apply for an AARA?
Years 7-10: Extensions or missing an Exam – Contact your teacher (Approval in consultation with Subject HOD)
All Year 11 and 12 applications – see your Year Level Guidance Officer
Adjustments for assessments for conditions such as dyslexia, anxiety etc – Contact your Year Level Guidance Officer

#### What happens if I don't do these things?

If you think you are eligible for an extension/adjustment, see above. Otherwise, your teacher will give you a result based on what they have seen before the due date, usually your draft. If your teacher has not seen any of your progress, or if you miss an unseen exam, you will receive a 'Not Rated' result. This might mean you need to do another piece of assessment. If you are a senior student (11-12) this may affect your QCE points and you should make an appointment with the Guidance Officer.