

Access Arrangements and Reasonable Adjustments (AARA)

A Parent and Student Guide
Yarrabilba State Secondary College

What is an AARA?

AARA stands for Access Arrangements and Reasonable Adjustments.

These adjustments help reduce barriers for students whose disability, impairment, medical condition or circumstances impact assessment.

AARAs are designed to provide equitable access to assessment while maintaining the integrity of the assessment task.

Processes are guided by QCAA policies and procedures.

QCAA and AARA

- Queensland schools follow the QCE and QCIA Policy and Procedures Handbook.
- QCAA oversees AARA approvals for eligible Year 12 summative assessments.
- Schools manage AARAs for Units 1 and 2, ensuring alignment with available Year 12 provisions.
- More information is available on the QCAA website: www.qcaa.qld.edu.au

Types of AARA

Long-Term AARA

- Disabilities including learning disorders
- Mental health conditions
- Medical conditions
- Ongoing physical or sensory impairments

Short-Term AARA

- Illness or injury
- Temporary medical conditions
- Misadventure or unexpected events

Examples of AARA Adjustments



EXTRA TIME DURING
EXAMS OR SUPERVISED
ASSESSMENTS



REST BREAKS



USE OF A COMPUTER
OR ASSISTIVE
TECHNOLOGY



ALTERNATIVE
ASSESSMENT FORMAT



SEPARATE ROOM OR
VARIED SEATING



EXTENSION TO DUE
DATES



READER OR SCRIBE
SUPPORT



REDUCED AUDIENCE
FOR PRESENTATIONS

Who Can Apply?

Students whose ability to access or complete assessment is impacted by a condition or circumstance.

Applications can be made by students and parents/carers.

Applications should be submitted as early as possible.

Supporting documentation is required for all applications.

Long-Term AARA Applications

Long-term AARAs are generally for ongoing conditions.

Applications are submitted to the Guidance Officer.

Students and parents complete Form 1.

Medical practitioners may complete Form 2 or provide equivalent documentation.

Updated documentation may be required for older diagnoses.

Mental health documentation should generally be within 6 months.

Short-Term AARA Applications

Short-term AARAs cover temporary illness, injury, or unexpected events.

Applications are submitted to the Head of Department – Senior Schooling.

Students and parents complete the short-term application form.

Medical evidence or supporting documentation should cover the assessment period.

Applications should be lodged as soon as possible.

Supporting Documentation

Supporting evidence may include:

Medical certificates or reports

Psychologist reports

Specialist reports

Police reports or official notices

Other independent supporting evidence

Reports should explain the impact on assessment participation.

What Cannot Be Approved?

AARAs cannot be approved for:

- Holidays or family travel
- Sporting commitments or optional activities
- Technology issues students could have avoided
- Teacher absence or school issues that could reasonably be avoided
- Misreading assessment dates or exam timetables

How Decisions Are Made



APPLICATIONS ARE REVIEWED BY THE SCHOOL'S AARA TEAM AND PRINCIPAL DELEGATES.



DECISIONS ARE BASED ON EVIDENCE AND THE FUNCTIONAL IMPACT ON THE STUDENT.



ADJUSTMENTS MUST ALLOW STUDENTS TO DEMONSTRATE ASSESSMENT OBJECTIVES FAIRLY.



APPROVED ADJUSTMENTS MAY DIFFER BETWEEN SUBJECTS AND ASSESSMENT TYPES.

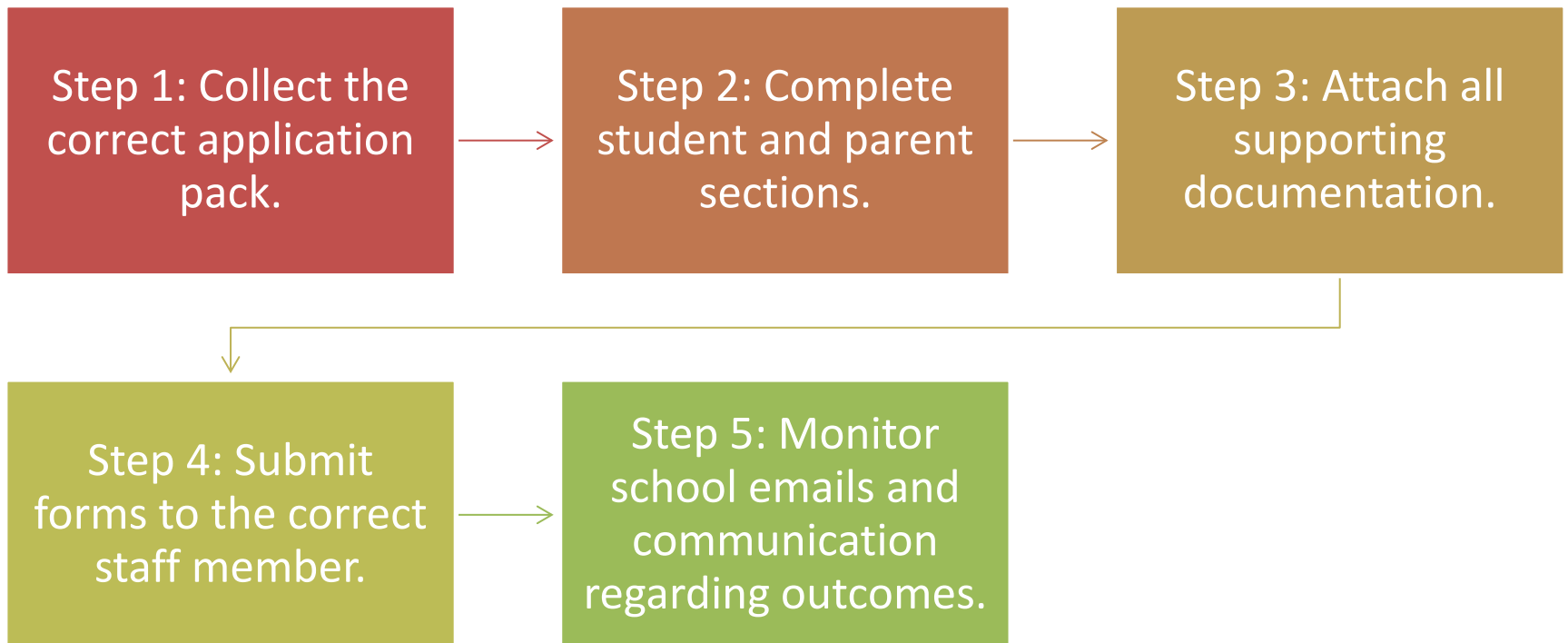
Request for Adjustment to Assessment

Students may also request temporary adjustments to assessment.

Examples include:

- Early draft submission
- Adjustment to draft checkpoints
- Early access to assessment
- Early exam completion

How to Apply



Important Contacts

Long-Term AARA Applications: Guidance Officer
(Years 10–12)

- Email: GuidanceOfficer@yarrabilbassc.eq.edu.au

Short-Term AARA Applications and Request for
Adjustments: Head of Department – Senior
Schooling

- Email: mmcca171@eq.edu.au

Helpful QCAA Resources

- QCAA AARA Information

<https://www.qcaa.qld.edu.au/senior/assessment/access-arrangements-reasonable-adjustments>

- QCE and QCIA Policy and Procedures Handbook

<https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook>

Final Reminders

- Submit applications early wherever possible.
- Ensure all supporting documentation is attached.
- Keep copies of submitted paperwork.
- Contact the school if you are unsure which application process to follow.
- The school is committed to supporting equitable access for all students.