



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 (and on the AARA Factsheet attached) could be eligible for an AARA.

Eligible	Not Eligible
Short Term: <ul style="list-style-type: none"> Illness eg flu, anxiety (anxiety - apply each term) Misadventure eg 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 eg ASD, ADHD, dyslexia Physical eg asthma, arthritis Sensory eg hearing impairment Social/emotional eg 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. 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 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 1745_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.

Short Term AARA – Years 7 to 9	Long Term AARA Years 7 to 9 (medical diagnosis)
Assessment extension (5 calendar days): <ul style="list-style-type: none"> Draft: Submit Student AARA Application Form. Final: Submit Student AARA Application Form and GP provided medical certificate. Absent for an exam: <ul style="list-style-type: none"> Submit Student AARA Application Form and GP provided 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. 	Students without a current diagnosis: <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. Students with a current diagnosis: <ul style="list-style-type: none"> As above. Access Advocates 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): <ul style="list-style-type: none"> Draft: Submit Student AARA Application Form. Final: Submit Student AARA Application Form and GP provided medical certificate. Absent for an exam: <ul style="list-style-type: none"> Submit Student AARA Application Form and GP provided 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: <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. Students with a current diagnosis: <ul style="list-style-type: none"> As above. Access Advocates 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>