

# Access Arrangements and Reasonable Adjustments (AARA) Student Policy and Procedure Years 11 and 12 V1.2 2020



## Purpose

AARA minimise barriers for eligible students to demonstrate their learning, knowledge and skill in assessment. The application of AARA to student assessment is based on the impact of the condition for which AARA are sought. Students with the same condition may experience highly varied impacts on their education, and their ability to demonstrate their learning, knowledge and skill in assessments.

## Eligibility/Ineligibility

Known barriers - Eligible	Unforeseen barriers – Eligible	Ineligible
<ul style="list-style-type: none"> <li>disability, impairment, medical condition that may be permanent, temporary or intermittent</li> <li>covers DDA definition of disability however uses broad categories of cognitive, physical, sensory, social/emotional</li> </ul>	<ul style="list-style-type: none"> <li>illness and misadventure</li> <li>QCAA will also consider applications for certain cultural obligations or personal circumstances</li> </ul>	<ul style="list-style-type: none"> <li>unfamiliarity with the English language</li> <li>teacher absence</li> <li>matters that the student could have avoided</li> <li>matters of the student's or parent's/carer's own choosing</li> <li>matters that the school could have avoided</li> </ul>

## Application Process

To apply for an AARA at Lowood State High School it is the responsibility of the student to:

- Complete the Lowood State High School- Application for Access Arrangements and Reasonable Adjustments
- Apply for AARA as soon as possible after diagnosis so that applications have time to be processed or QCAA applications made
- Provide the Medical documentation as required, on the QCAA template
- Submit the application and all applicable documentation to Ms Stacey Mallett Head of Department Senior Schooling for processing

## Supporting Documentation

**Medical report** - on the **QCAA's medical report template** by a relevant practitioner who is a general practitioner (GP), medical specialist, or psychologist (registered under Queensland's *Medical Practitioners Registration Act 2001* and/or Queensland's *Psychologists Registration Act 2001*), and who is not related to the student or employed by the school.

**Evidence of verified disability** - when a student has been verified as part of the Education Adjustment Program (EAP) or an equivalent process, the formal notification of EAP provided by the relevant education authority may substitute for a medical report. This may be considered only when the notification covers the duration of the student's enrolment in subjects for Units 3 and 4.

**Student statement (optional)** - the student may submit a statement with applications for QCAA-approved AARA about how their disability, impairment and/or medical condition affects them in assessment.

## Currency of supporting documentation

### Long-term conditions that are unlikely to improve over time

Except in exceptional circumstances, and with the prior written agreement of the QCAA, for long-term conditions when the student is not covered by current Education Adjustment Program (EAP) verification or equivalent, medical documentation must be dated no earlier than 1 January of the year of the student's Year 10 enrolment (ie the maximum age of supporting medical documentation allowable is two years and 10 months by the conclusion of their course).

### Short-term conditions or temporary injuries

Short-term conditions may improve or deteriorate over time depending on a range of influences and factors. Except in exceptional circumstances, and with the prior written agreement of the QCAA, supporting medical documentation for short-term conditions or temporary injuries, including mental health conditions such as anxiety and depression, is to be dated:

- for summative internal assessments in all subjects and Short Courses, no earlier than six months prior to the relevant Unit 3 or 4 assessment event
- for summative external assessments, or the Senior External Examination, no earlier than 1 April of the assessment year. The QCAA may require an updated medical report closer to the assessment schedule.

## **Illness and misadventure**

Students whose ability to attend or participate in an assessment is adversely affected by illness or an unexpected event may be eligible for provisions for illness and misadventure. The following principles apply:

- The illness or event is unforeseen and beyond the student's control.
- An adverse effect must be demonstrated.
- The situation cannot be of the student's own choosing or that of their parents/carers, such as a family holiday.
- Schools implement principal-reported AARA when possible, before considering an application for illness and misadventure.
- An illness and misadventure application cannot be made for the same condition or circumstances for which QCAA-approved AARA have been approved, unless it can be demonstrated that a significant deterioration or complication of the condition occurred that diminished the student's performance in external assessment.

## **Non-attendance during internal assessment**

A student who is ill and unable to attend school for internal assessment should inform the principal's delegate or assessment supervisor as soon as practical. This may be before, during or immediately after the assessment session.

Principal-reported AARA must be implemented to provide opportunities for the student to complete the assessment. Arrangements such as comparable assessment and extensions may be considered when illness or misadventure is established.

Where the school has attempted to implement principal-reported AARA, or principal-reported AARA is unable to be implemented due to the illness or event, and therefore the student is unable to provide a response to a summative internal assessment, the school may use evidence gathered by the student's teacher during the assessment preparation time, for example, draft work, to make a judgment about the student's work. This evidence should only be used once other AARA have been exhausted. This evidence should be available for quality assurance processes.

Where the school is unable to provide any evidence of a student response gathered during the assessment preparation time, and the student is unable to provide a response to a summative internal assessment with AARA, but has completed the required learning as outlined in the relevant syllabus or course, the school or student should complete an application for illness and misadventure provisions.

## **Illness and misadventure — internal assessment**

An illness and misadventure application should only be made once all principal-reported AARA have been exhausted. Schools complete the application and provide supporting documentation via the QCAA Portal.

## **Illness and misadventure — external assessment**

The QCAA advises students to attend every external assessment. However, the QCAA does not expect students to attend an external assessment against specific written medical advice. When students are in doubt about attendance to complete an external assessment, they should contact the school external assessment (SEA) coordinator and Senior Schooling HOD.

## **Illness during external assessment**

A student who is ill but able to attend the external assessment should inform the external assessment supervisor of their illness as soon as practical. This may be before, during or immediately after the external assessment session.

## **Submitting an application for illness and misadventure for external assessment**

A submission for Illness and misadventure may be made by a student, or by the school on behalf of the student or groups of students, when performance in an external assessment is affected by an illness or circumstances beyond their control, occurring in the lead up to, or during, the external assessment schedule.

An illness and misadventure application cannot be made for the same condition or circumstances for which QCAA-approved AARA have been approved, unless it can be demonstrated that a significant deterioration or complication of the condition occurred that diminished the student's performance in external assessment.

The QCAA will seek background information and a recommendation from the principal or the principal's delegate to verify a student's application for illness and misadventure.

## **Supporting documentation**

To make an informed decision about an illness and misadventure application, the QCAA requires:

- a medical report/certificate on QCAA Template or
- for non-medical claims, written evidence from a relevant independent professional or other independent third party, such as police report.

## **Currency of supporting documentation**

Supporting documentation must cover the date of the assessment for which the application is made.

## **Timelines for applications**

Applications for internal assessments must be submitted as close to the assessment event as possible, and where relevant, before submitting provisional marks for confirmation.

Applications for external assessments can be submitted from 14 days before the start of the assessment period, to 7 days after the assessment.