

ASSESSMENT EXTENSION YEARS 11 - 12
APPLICATION FOR ACCESS ARRANGEMENTS AND
REASONABLE ADJUSTMENTS (AARA)



Student Name: _____ Home Group: _____

Dates covered by supporting documentation:

From: _____ To: _____

Subject: _____

Reason for requesting an extension of the assessment due date or exam date:

Supporting documentation:

☐ Medical Certificate ☐ Other: _____

Student Signature: _____ Parent/Carer Signature: _____

Date: ____/____/____

Office Use Only:

Date application received: _____ Received by : _____

Supporting documentation: ☐ Yes ☐ No

Additional documentation required: ☐ Yes date requested ____/____/____ ☐ No

Extension Approved: ☐ Yes Duration of extension ____ days

☐ No Reason: _____

Emails sent: ☐ Teachers/SLT ☐ Case Manager
☐ Parent ☐ Student
☐ Senior Schooling
☐ Contacts completed in Oneschool

Date Actioned: ____/____/____ Actioned By: _____

APPLICATION FOR ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS (AARA) - EXTENSION

Year 11 to 12

Extensions will only be granted in situations where a student or their parent/caregiver can provide supporting documentation for illness or misadventure.

All applications for an extension must be accompanied by the relevant supporting documentation, **on or before the due date** of the assessment/exam.

1. Complete the Application for Access Arrangements and Reasonable Adjustments (AARA) Form (found on the school website or available from Student Reception)
2. Students needs to hand in or email the completed form plus supporting documentation to Student Reception on or before the date of the exam or due date of the assessment –
Email: Studentreception@lowoodshs.eq.edu.au
3. Student Reception will process the application within 24 hours
4. An AARA approved email will be sent to the student (applicant) and their parent/caregiver
5. All the students' teachers will be emailed advising of the AARA approval
6. Student is to check-in with Head of Senior Schooling/QCAA Exam coordinator/Teacher on their return to school.

Assessments that are not completed on their scheduled day are to be completed upon the student's return for the results to contribute towards their subject's result.

Lowood State High School follows the processes as outlined in the *QCE and QC/A policy and procedures handbook* available from [https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia handbook](https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia%20handbook).

Supporting Documentation

An example of supporting documentation for **illness** is a **medical certificate** for either the student themselves or a family member, where that family member's illness has prevented the student from attending school or completing assessment requirements.

An example of supporting documentation for **misadventure** is an official notification of death or a **letter from a funeral provider**.

Extensions are not granted on the following grounds:

Students are **not eligible** for an extension on the following grounds:

- matters that the student could have avoided
- matters of the student's or parent/caregivers own choosing
- any form of sport, regardless of whether it is for school sport or representative sport
- absence due to family holiday.