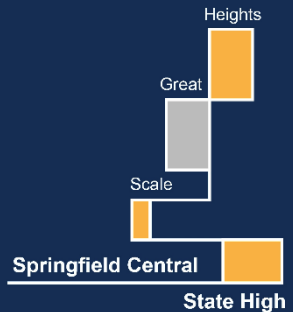


ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS (AARAS)

2026

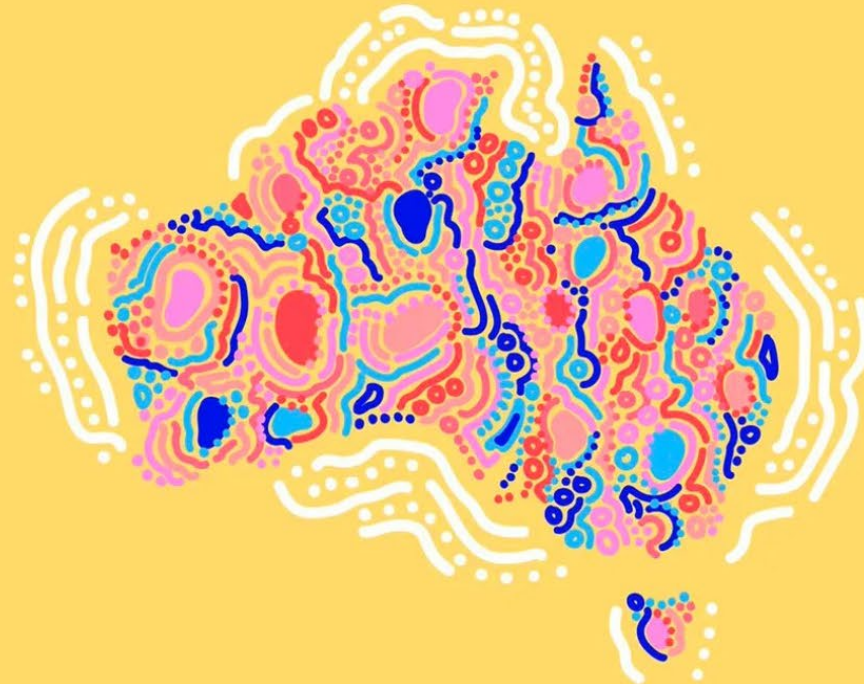
Believe *Belong* *Become*



Acknowledgement of Country

We acknowledge the Traditional Owners of the lands from across Queensland, particularly the Jagera, Yuggera and Ugarapul peoples of the land on which we meet, recognising that these lands have always been places of learning.

We pay our respect to the Elders, past, present and emerging, for they hold the memories, traditions, the culture and hopes of Aboriginal and Torres Strait Islander peoples across the state. We extend that respect to other indigenous people who are present.



ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS - AARA

The QCAA recognises that some students may have disability, impairment and/or medical conditions or experience other circumstances that may affect their ability to read, respond to and participate in assessment. Access arrangements and reasonable adjustments (AARA) are designed to assist these students.

Access arrangements are action/s taken by the school so that a student with an eligible impairment that may not be covered by the definition of disability can access assessment.

Reasonable adjustments are action/s taken by the school so that a student with an eligible impairment as a result of a disability and/or medical condition and experiencing other circumstances creating a barrier to the completion of assessment can be assessed on the same basis as other students.

Eligibility

AARA are provided to minimise barriers for a student whose disability, impairment, medical condition or other circumstances affect their ability to read, respond to or participate in assessment.

These barriers fall into broad categories:

- Long-term and chronic conditions
- Mental health conditions, such as anxiety and depression
- Short-term conditions and temporary injuries
- Illness and misadventure.

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ARAA - ELIGIBILITY

✓ Eligible	✗ Not Eligible
Disability: • cognitive • physical • sensory • social/emotional Plus: • illness • misadventure (unforeseen circumstances that are outside of the student's control, e.g. accident, death of a family member)	• unfamiliarity with the English language • teacher absence or other teacher-related difficulties • matters that the student could have avoided, e.g. misreading an examination 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

<https://www.qcaa.qld.edu.au/senior/assessment/aara/eligibility-possible-aara>

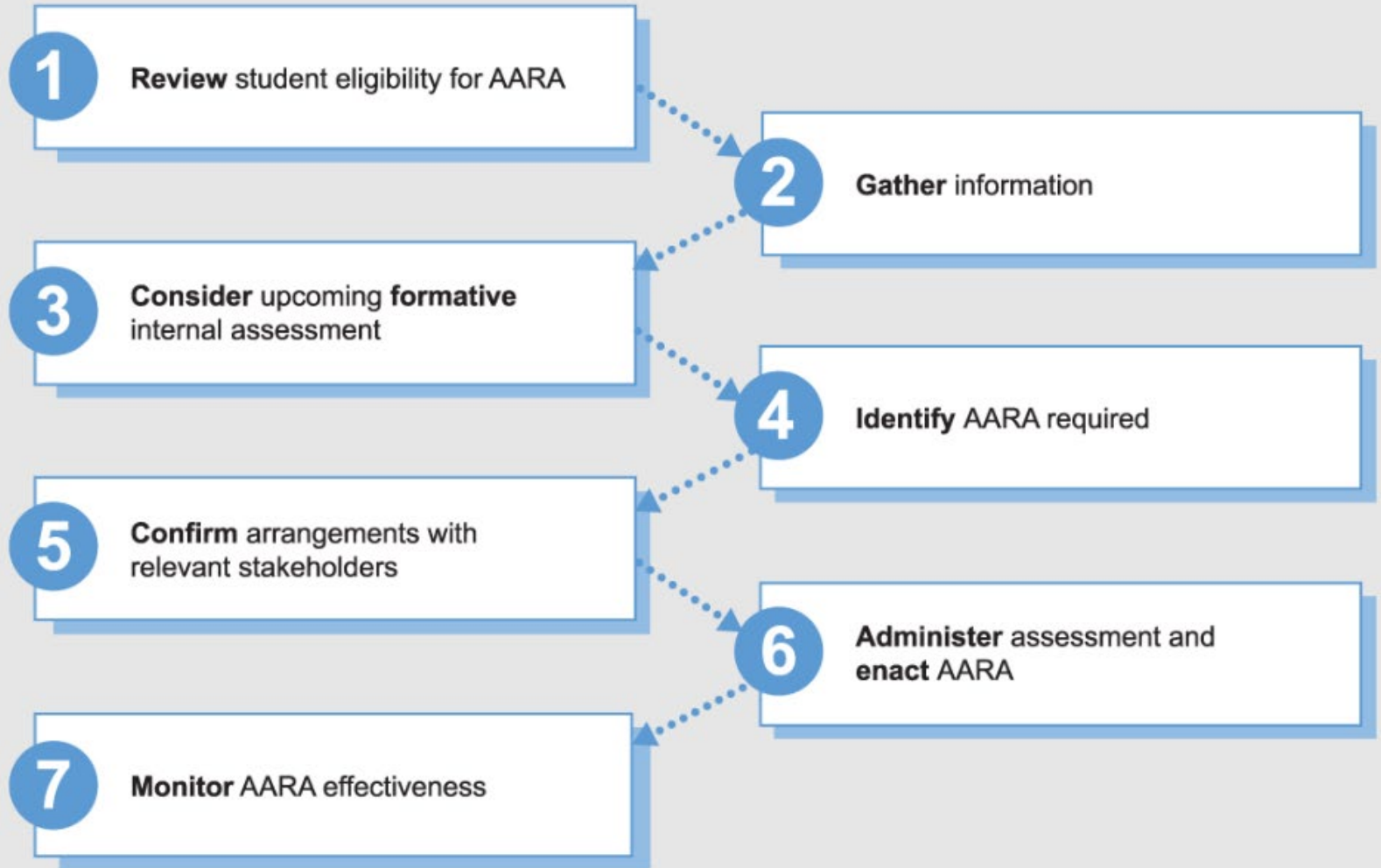
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UNIT 1 & 2

- THE ADJUSTMENTS IMPLEMENTED IN UNITS 1 AND 2 PROVIDE IMPORTANT EVIDENCE OF THE STUDENT'S NORMAL WAY OF WORKING.
- EVIDENCE THAT THE AARA HAS BEEN CONSISTENTLY ENACTED IN YEAR 11 IS CONSIDERED WHEN THE SCHOOL APPLIES FOR THE SAME AARA IN UNITS 3 AND 4.
- HOWEVER, RECEIVING AN AARA IN UNITS 1 AND 2 DOES NOT AUTOMATICALLY GUARANTEE APPROVAL FOR UNITS 3 AND 4

AARA process for Unit 1 and Unit 2

In consultation with students and/or parents/carers, schools:



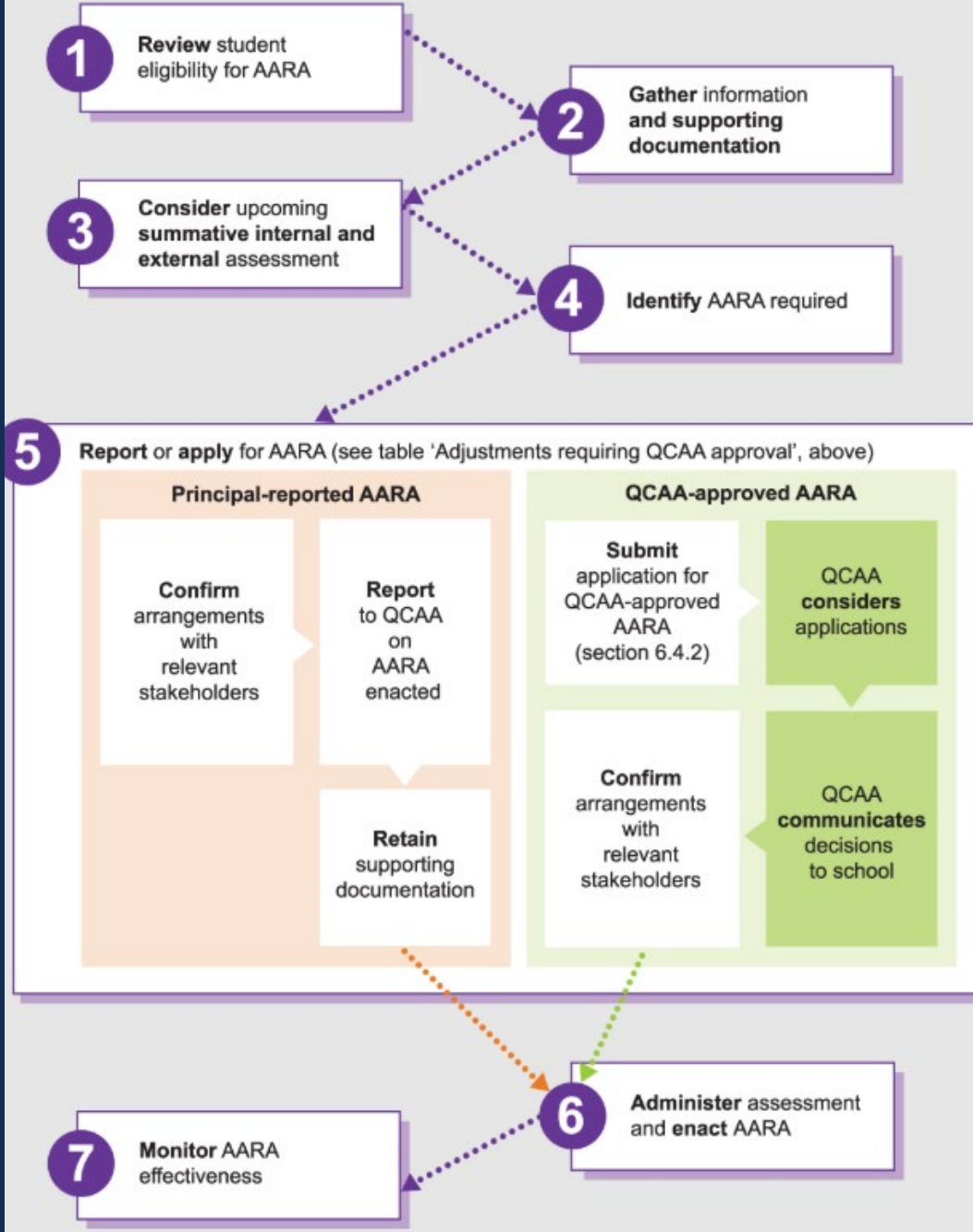
UNIT 3 & 4

QCAA APPROVED AND/OR PRINCIPAL REPORTED AARA

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AARA process for Units 3 and 4

In consultation with students and/or parents/carers, schools:



AARA — UNIT 3 & 4 QCAA APPROVED

QCAA-APPROVED AARA

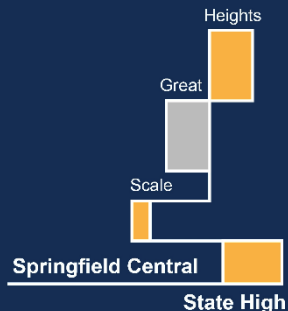
ARE SPECIFIC PRACTICAL ARRANGEMENTS AND ADJUSTMENTS THAT CAN ONLY BE APPROVED BY THE QCAA FOLLOWING CONSIDERATION OF SUPPORTING DOCUMENTATION SUBMITTED WITH THE AARA APPLICATION

IE. MEDICAL REPORT

- APPLICATIONS FOR QCAA-APPROVED AARA FOR STUDENTS WITH DISABILITY OR MEDICAL CONDITION/S REQUIRE THE SUBMISSION OF A MEDICAL REPORT THAT PROVIDES:
- DIAGNOSIS OF DISABILITY AND/OR MEDICAL CONDITION
- DATE OF DIAGNOSIS, OCCURRENCE OR ONSET OF THE DISABILITY AND/OR MEDICAL CONDITION
- INFORMATION ABOUT HOW THE DIAGNOSED DISABILITY AND/OR MEDICAL CONDITION MAY AFFECT THE STUDENT PARTICIPATING IN ASSESSMENT, PARTICULARLY TIMED ASSESSMENT.

Medical documentation can be provided as early as YR 10, for all long term conditions except anxiety (Yearly update). Must be submitted prior to Unit 3 commencement ie NO LATER THAN end of Term 3.

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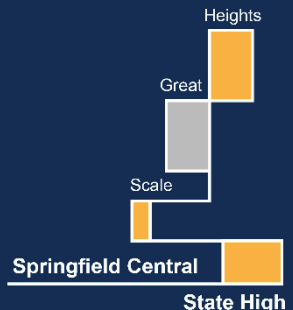


EXAMPLES OF AARA ADJUSTMENTS

SOME COMMON AARA ADJUSTMENTS INCLUDE:

- ALTERNATIVE EXAM CONDITIONS, E.G. EXTRA TIME, REST BREAKS AND/OR SEPARATE SEATING
- ALTERNATIVE-FORMAT PAPERS, E.G. A4 TO A3 ENLARGEMENT, BLACK-AND-WHITE MATERIALS
- ASSISTIVE TECHNOLOGY, E.G. SCREEN READER, SPEECH RECOGNITION, MAGNIFICATION
- A READER AND/OR SCRIBE
- EXTENSIONS TO DUE DATES
- THE OPPORTUNITY TO UNDERTAKE A COMPARABLE ASSESSMENT FOR INTERNAL EXAMINATIONS MISSED DUE TO SHORT-TERM SICKNESS OR MISADVENTURE.

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AARA: SHORT TERM CONDITIONS / TEMPORARY ILLNESS - EXAMPLES

Adjustments for students with a disability or temporary condition/illness so they can get support or assistance to complete assessment.

Examples:

Broken arm – scribe for exam, computer or delayed exam

Anxiety – exam can be given in small room, extra time

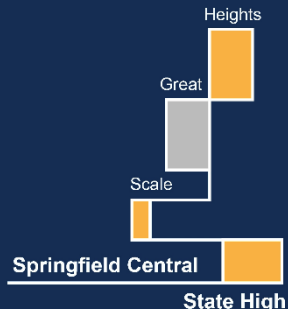
Diabetes – allows student access to food and drink during an exam, rest breaks

Covid – deferred exam

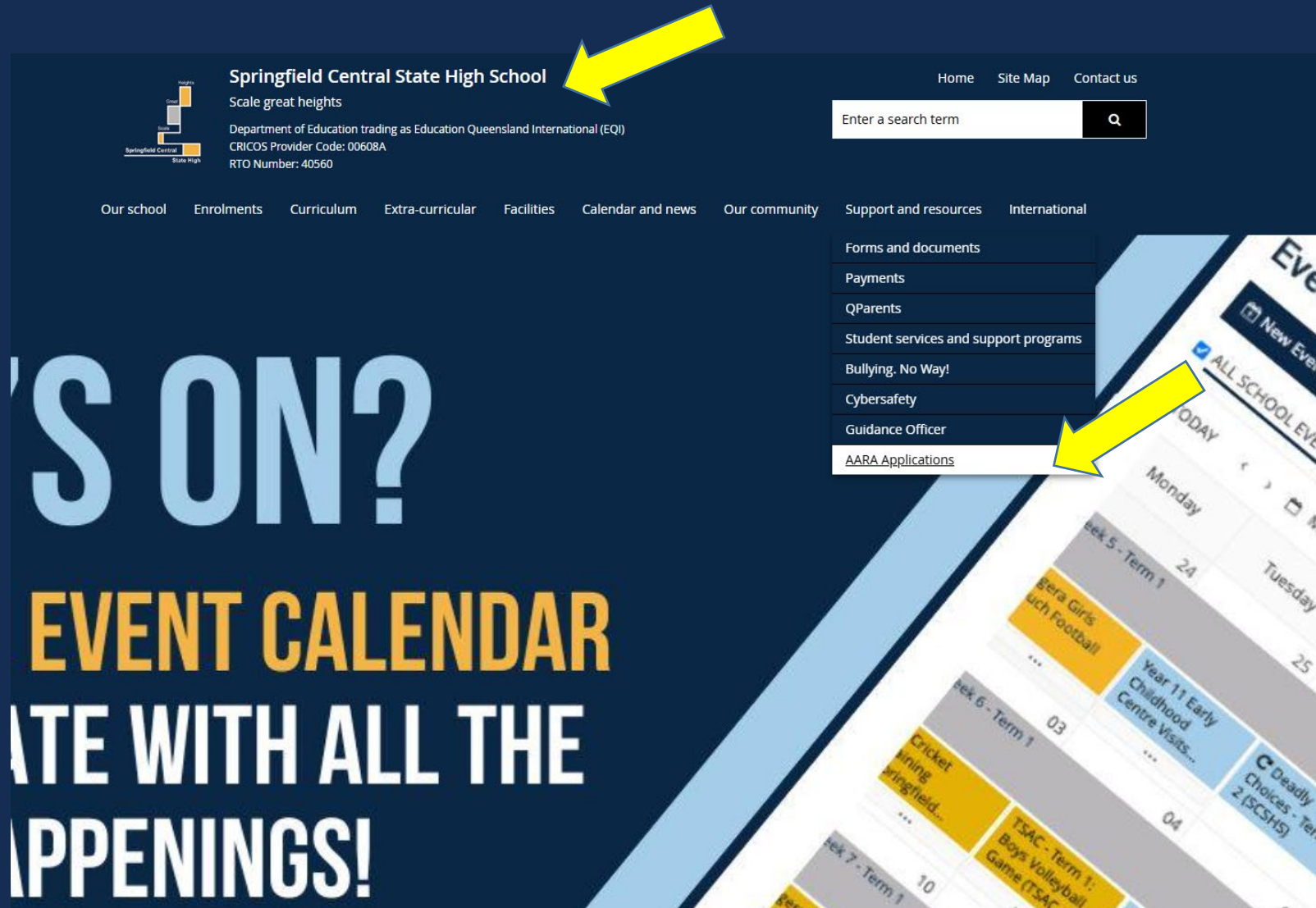
Death in the family – extra time to complete a project or assignment (extension)

Must supply supporting documentation to
be eligible

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WHERE CAN I FIND THE AARA FORM?



The screenshot shows the website for Springfield Central State High School. The header includes the school's name, tagline 'Scale great heights', and contact information. A yellow arrow points to the school's name. The navigation menu includes 'Our school', 'Enrolments', 'Curriculum', 'Extra-curricular', 'Facilities', 'Calendar and news', 'Our community', 'Support and resources', and 'International'. A dropdown menu is open under 'Support and resources', with a yellow arrow pointing to 'AARA Applications'. The event calendar is visible in the background, showing dates and events like 'Gera Girls' and 'Year 11 Early Childhood Centre Visits'.

Springfield Central State High School
Scale great heights
Department of Education trading as Education Queensland International (EQI)
CRICOS Provider Code: 00608A
RTO Number: 40560

Home Site Map Contact us

Enter a search term

Our school Enrolments Curriculum Extra-curricular Facilities Calendar and news Our community Support and resources International

Forms and documents
Payments
QParents
Student services and support programs
Bullying. No Way!
Cybersafety
Guidance Officer
AARA Applications

Event Calendar

Monday Tuesday

Week 5 - Term 1 24 25

Gera Girls' Football

Year 11 Early Childhood Centre Visits...

Week 6 - Term 1 03 04

Cricket Training Springfield...

TSAC - Term 1: Boys Volleyball Game (TSAC)

Deadly Choices - Term 2 (SCSHS)

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WHERE CAN I FIND THE AARA FORM?

[Our school](#) [Enrolments](#) [Curriculum](#) [Extra-curricular](#) [Facilities](#) [Calendar and news](#) [Our community](#) [Support and resources](#) [International](#)

[Home](#) > [Support and resources](#) > [AARA Applications](#)

Support and resources

- Forms and documents
- Payments
- QParents
- Student services and support programs
- Bullying. No Way!
- Cybersafety
- Guidance Officer
- AARA Applications**

AARA Applications

[Print](#) [Email](#)

Access Arrangements and Reasonable Adjustments (AARA)for Years 10-12

At times, students may require additional support for their learning due to foreseen or unforeseen circumstances that impact their ability to engage fully in their educational program. In these cases, Springfield Central State High School works closely with students and parents/carers to provide appropriate support.

Our school follows the Queensland Curriculum and Assessment Authority (QCAA) policies for providing Access Arrangements and Reasonable Adjustments (AARA) to students with disabilities, long-term health concerns, or those experiencing illness or misadventure. We also refer to our Senior School Assessment Policy to assist staff in making informed decisions about student support.

What is AARA?

AARA helps minimise barriers for eligible students so they can demonstrate their learning, knowledge, and skills in assessment without disadvantage. Students accessing AARA must submit:

- Relevant QCAA medical forms
- An AARA application form
- Or an Illness/Misadventure form

These documents assist in determining appropriate adjustments for students undertaking Applied, General, Extension, Short Courses, and Senior External Examinations (SEE).

[Click here](#) for more detailed information from QCAA.

Illness and Misadventure Application Process

Students seeking AARA consideration must:

- Complete an AARA Application Form
- Provide supporting documentation (e.g., a medical certificate)
- Submit applications to the Head of Year

In some cases, students must complete the QCAA Confidential Medical Form and a Student Statement Form.

Long Term AARA Application Process

E.g: Students with Disabilities, Mental Health Concerns, and Chronic Illness.

Students seeking AARA consideration must:

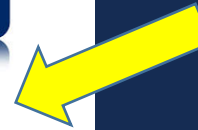
- Contact your Head of Year to initiate Application Process

N.B: The illness and misadventure form is not applicable in this situation.



[ILLNESS & MISADVENTURE APPLICATION FORM](#)

This online application form is to be used for all year levels (7-12). One application. One process!



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AARA PROCESS — ILLNESS & MISADVENTURE (SHORT TERM)

STEP 1

Contact school – Head of Year via email or phone

STEP 2

Gather Documentation – medical/other

STEP 3

Complete AARA form via the School website and press 'submit'. It will then be sent to the relevant Head of Year

STEP 4

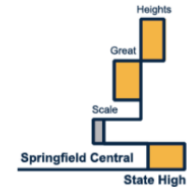
Head of Year will evaluate Application against the eligibility criteria and provide a response with details.

Please note – whilst awaiting a response, students should try and continue to work on their assessment task.

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ILLNESS AND MISADVENTURE AARA FORM

This form is for students who require Access Arrangements and Reasonable Adjustments (AARA) due to a disability, impairment, medical condition, or other circumstances affecting their assessments.



Student legal name *

Student family name *

Year level *

- ☐ Year 7
☐ Year 8
☐ Year 9
☐ Year 10
☐ Year 11
☐ Year 12

Date of application *

Parent/Guardian email address to save your progress on this form *

Student EQ Email *

ILLNESS & MISADVENTURE

Students whose ability to attend or participate in an assessment is adversely affected by illness or an unexpected event may be eligible if:

- the event is unforeseen and beyond the student's control (e.g. death of a family member)
- it is not the student's own choosing or that of their parents/carers (e.g. not a family holiday)
- it has an adverse effect on the student's ability to attend or participate in assessment (e.g. illness)

For full details and requirements, please refer to the QCAA website : [QCAA AARA Eligibility](#)

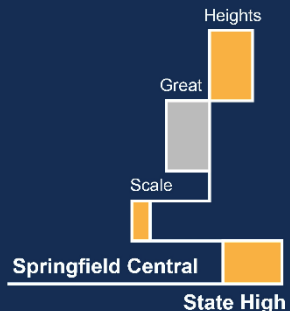
Commencement date *

The first date of impact on your studies

Conclusion date *

The last date of impact on your studies

Reason for extension request and adjustment required *



AARA QUESTIONS

NEED HELP WITH AARAs?

WE'RE HERE TO SUPPORT YOU.



SPEAK WITH YOUR HEAD OF YEAR

They can help with:

- Student eligibility concerns
- Attendance or wellbeing impacts on assessment
- Assessment barriers
- Parent and student communication
- Initial AARA advice and referrals



SPEAK WITH THE SENIOR HOD – INCLUSIVE PRACTICES

They can support you with:

- QCAA AARA eligibility requirements
- Evidence and documentation
- Long-term and complex AARA applications
- Normal Way of Working advice
- Classroom adjustments
- QCAA policies and processes

WORKING TOGETHER

WORKING TOGETHER TO SUPPORT STUDENTS



Determine student eligibility



Support teachers through the AARA process



Ensure QCAA requirements are met



Coordinate evidence and application timelines



ASK EARLY. SUPPORT EARLY.

If you think a student may require an AARA, don't wait until assessment is due.



CONTACT YOUR HEAD OF YEAR OR THE SENIOR HOD – INCLUSIVE PRACTICES
AS SOON AS CONCERNS ARISE.



Early planning ensures students receive the appropriate support and allows sufficient time for QCAA applications where required.



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