AARA Process - Years 10-12 (Student Flowchart)

AARA Provisions

(Long term conditions that will affect all assessment for an extended period of time - apply as soon as possible)

HOSES

Impairments as a result of disability/medical condition

Guidance Officer

Impairments as a result of mental health conditions

AARA Provisions must be applied for through QCAA. Please see GO or HOSES to book a meeting to apply for provisions

Long term extensions

If accessing pre-approved extensions, fill out extension request form **minimum 4 weeks prior** to due date for approval.

Accessing other provisions for exams

Inform HOSES or HODSS if intending to use other provisions for exams **4 weeks prior** to exam.

(e.g. reader, scribe, computer, assistive technology)

AARA Extensions

(Unable to complete assessment on time due to an unforseen circumstance)

Approved absence

Known prior to assessment due date

(External competitions, medical appointments, family circumstances, Sorry Business etc.)

Complete AARA form with details of all assessments affected ***at least 1-3 weeks prior to due date***

Illness/medical

Occurs suddenly and impacts assessment

(Temporary illness {flu, gastro, COVID-19} or a sudden deterioration/complication of an existing medical condition)

Misadventure

Occurs suddenly and impacts assessment

(Physical injury, bereavement or other significant event impacting attendance such as car accident etc.)

Complete AARA form with details of all assessments affected ***between 1 week prior, and up to 2 days after due date***

Provide written documentation to support your AARA request

(See AARA Extension application form for detailed information on required documentation)

See HODSS, HOSES or GO for assistance if needed

Email completed forms with supporting documentation attached to senior.school@evertonparkshs.eq.edu.au by indicated timelines.

Applications are processed by HODSS and/or DPSS within 48 hours of receiving.

N.B. Submitting an AARA Extension application does not guarantee adjustments will be approved.

Advise your teachers that you have applied for an AARA.

The Senior School team will contact the student, parents/carers and teachers once an AARA has been processed and approved.