



Student Details	
Name:	
Year Level:	

The AARA procedure has been developed to minimise barriers (permanent, temporary or intermittent) for a student whose circumstances may affect their ability to complete or participate in assessment. Eligibility for AARA falls under the broad categories of cognitive, physical, sensory, social/emotional, accident and misadventure.

Procedure:	
<b>Part A</b>	Student and Parent/Carer make application as early as possible. Applications received within 48 hours will only be approved under exceptional circumstances (i.e. misadventure, accident).
<b>Part B</b>	<p><b>Years 7 to 9</b> – Classroom Teacher recommends action to Curriculum Leader and Curriculum Leader makes decision. Group Extensions or those greater than 7 days needs to be approved by the L&amp;T Middle Years.</p> <p><b>Years 10-12 Formative Tasks</b> – Classroom Teacher recommends action to Curriculum Leader and Curriculum Leader makes decision in conjunction with the AP-Senior Years.</p> <p><b>Years 10-12 Summative Tasks</b> – The application is submitted by the AP-Senior Years and Principal to the QCAA for approval.</p>
<b>Part C</b>	If student/parent/guardian or class teacher is dissatisfied with the decision, an appeal may be made to the AP-Senior Years (who will liaise with the QCAA for Senior Summative Tasks).

### PART A

#### Reasons for Variation Request:

- Disability   
  Impairment   
  Medical Condition   
  Illness/Misadventure   
  Other

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Supporting Documentation Attached: Yes / No

Dates of Absence (if applicable): \_\_\_\_\_ to \_\_\_\_\_

Subject:	Support Conditions:

**Consequences:** Students who fail to comply with this process will have their assessment marked as per the school's Assessment policy. Only students who follow the correct procedure will be given consideration. Please note that it is the student's responsibility at all times to complete the paper trail for the procedure (to receive signatures and outcomes etc.).

**Students are not eligible for AARA on the following grounds:**

- unfamiliarity with the English language (adjustments are typically made to the task, instead of an AARA)
- teacher absence or other teacher-related difficulties
- matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations)
- matters of the student's or parent's/carer's own choosing (e.g. family holidays)
- matters that the school could have avoided (e.g. incorrect enrolment in a subject).

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PART B**

To be completed by Classroom Teacher (Yrs 7 to 9), Curriculum Leader (yr 10 to 12), Guidance Counsellor or STIE:

Subject:	Negotiated Due Date/ Conditions:	Teacher Signature:	Date:

**PART C**

If student/parent/guardian/teacher is not satisfied with the outcome, an appeal may be made to the AP – Middle Years or AP – Senior Years. In the case of Senior Summative Assessment, the AP – Senior Years will lodge the appeal with the QCAA.

**Reason for Appeal:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Outcome:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Assistant Principal Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_