

Assistance

Access arrangements and reasonable adjustments (AARA)

This information is for students, parents/carers, teachers and assessment supervisors. It applies to students completing examinations in Applied (Essential), General and General (Extension), including Alternative Sequences and General (Senior External Examination (SEE)) subjects, and Short Courses.

QCAA approval is required for assistance in external assessment and the SEE. For internal examinations, including the Common Internal Assessment (CIA), assistance is principal-reported, i.e. approved by the principal or principal's delegate and reported to the QCAA.

Eligibility for the assistant role

Where a student is approved assistance in examinations, schools determine the person to perform the assistant role. The assistant should be familiar with the student's access needs and experienced in assisting the student in examinations.

Assistance is separate to the reader and/or scribe roles. If a reader and/or scribe are required for external assessment, they must be approved separately in the student's AARA application. However, where a student is approved assistance as well as a reader and/or scribe, the same person may perform the roles.

Eligible as assistant	Not eligible as assistant
<ul style="list-style-type: none">• non-teaching school employee, e.g. teacher aide• teacher who is not currently teaching the student• retired teacher• suitable unrelated adult• former unrelated student of the school	<ul style="list-style-type: none">• relative or friend of the student• person with a relative or friend sitting the same external assessment• student's current teacher or private tutor• QCAA invigilator

Assistance

Assistance may be required for a range of reasons and be used by students in different ways depending on the functional impact of their disability, medical condition or individual circumstance. Examples include:

- assisting with the manipulation of equipment and other practical tasks at the student's direction
- using the student's name when reading assessment instructions to prompt attention
- prompting a student to start or continue writing/undertaking the assessment task
- providing emotional support and reassurance
- assisting with health support procedures such as administration of medication.

For students with blindness and vision impairment who require braille, tactile graphics and/or assistive technology to access assessment, assistance may also include:

- assisting with the organisation and navigation of materials. Because students may access any combination of materials (e.g. moving between braille, electronic and paper formats) this may

include assisting a student to navigate to a particular question, diagram, table or instruction at the student's direction

- providing technical assistance at the student's direction, e.g. use of a screen reader and/or magnification technology
- performing the reader and/or scribe role as required (see the [Readers and scribes factsheet](#)). This may include comparing alternative format material against standard assessment material at the student's direction
- assisting the student to differentiate between original text and additional alt text provided to describe images
- confirming detail in tactile formats, with reference to the standard image/diagram, e.g. arrow direction.

Schools are encouraged to contact the QCAA to discuss individual student needs, as required.

Assistance should be provided only as needed and at the student's direction, to enable them to participate in assessment on the same basis as other students. The following actions are **not** permitted:

- interpreting questions, diagrams, tables or instructions for the student
- discussing student responses, offering suggestions or advising the student in any way
- altering or rewriting the student's work
- paraphrasing or amending written instructions.

More information

- QCAA policies and processes
 - *QCE and QCIA policy and procedures handbook*, Section 6
www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/6-aara
 - AARA factsheets, available at: www.qcaa.qld.edu.au/senior/assessment/aara
 - Phone 1300 381 575 or email aara@qcaa.qld.edu.au.



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