

# Completing a medical report

## Access arrangements and reasonable adjustments (AARA)

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This information is for medical and health practitioners completing a medical report for a student requesting access arrangements and reasonable adjustments (AARA). It is relevant to students completing senior school studies in 2020 and beyond.

The Queensland Curriculum and Assessment Authority (QCAA) recognises that some students have disability, impairment and/or medical conditions, or experience other circumstances that may be a barrier to their performance in assessment. Access arrangements and reasonable adjustments (AARA) are designed to enable these students to access assessment on the same basis as other students.

The QCAA provides a medical report template on the QCAA website, at [medical report template \(DOCX, 108.2 KB\)](#). The student's school may also provide the template to you. This template supports you to provide all the required details, but its use is optional; your report may use a different format, as long as it provides all required details.

## Who can provide a medical report?

Medical reports must be completed by the student's practitioner who is best placed professionally to make the diagnosis:

- general practitioner (GP)
- medical specialist
- psychologist (registered under the *Health Practitioner Regulation Act 2010*).

For some diagnoses, the student will require the diagnosis to be made by a medical specialist who has had training in the specific area.

The health professional providing a report must not be related to the student or employed by the school at which the student is enrolled.

## Purpose of the medical report

Medical advice is sought to determine the **functional impact** of the condition, particularly during timed assessment, for the individual student. Students with the same condition may experience highly varied impacts on their education, and their ability to demonstrate their learning, knowledge and skill in assessments.

AARA are specific to the individual needs of each student and may vary depending on the subject and assessment instrument. Each student's circumstances should be considered on a 'case by case' basis, while balancing the interests of the individual and other parties.

Reasonable adjustments are action/s taken by the school so that an eligible student:

- can access assessment without barriers
- has experienced a history of targeted remediation to assist the student to develop skills needed in examinations
- trialled arrangements for timed assessment tasks in Years 10 and 11
- does not have an unfair advantage over other students.

# What to include in the medical report

The medical report must provide:

- diagnosis of disability and/or medical condition
- date of diagnosis
- date of occurrence or onset of the disability and/or medical condition
- symptoms, treatment or course of action related to the disability and/or medical condition
- how the condition affects the student participating in assessment, particularly timed assessment
- professional recommendations and reasons for the AARA request/s.

## Diagnosis

If the diagnosis was made several years before this report and is unchanged, there is no requirement for new or additional medical testing.

If, however, there are changes to the medical condition as the student grows and matures, some students may require new or updated testing, or even an updated diagnosis.

## Currency of medical documentation

The currency of supporting medical documentation depends on the diagnosed disability, impairment and/or medical condition.

### Long-term conditions

If the student is not covered by a current Education Adjustment Program (EAP) verification or equivalent, medical documentation must be dated no earlier than 1 January of the year of the student's Year 10 enrolment.

Where a diagnosis has been made before Year 10, an update only is required. This may be substantiated by a medical specialist, general practitioner or paediatrician.

### Short-term conditions

Short-term conditions include mental health conditions, which may improve or deteriorate over time, such as anxiety and depression. They also include temporary injuries, such as a broken bone. For these, an updated medical report will be required closer to the date of the scheduled assessment.

Medical reports for short-term conditions, including temporary injuries, must satisfy the following time specifications:

- Summative internal assessments in all subjects and short courses: medical documentation must be dated within the preceding six months of the relevant Unit 3 or 4 assessment event
- Summative external assessments or the Senior External Examination: medical documentation must be dated no earlier than 30 April of the assessment year.

The QCAA may require an updated medical report closer to the date of the scheduled assessment.

**Note:** For AARA, the QCAA will not accept medical certificates that simply state 'not fit for duty', as this does not provide any indication of the impact of the condition on the student's ability to complete their assessment/s.

## Illness and misadventure

Illness and misadventure applications are for students whose ability to attend or participate in an assessment is adversely affected by illness or an unexpected event, such as motor vehicle accident, personal trauma or the death of a close family member.

While the QCAA advises students to attend each of their external assessments, we do not expect students to attend against specific, written medical advice.

A student may require a report from an independent health professional. If so, the report must include:

- the illness, condition or event's onset or occurrence (including diagnosis and date of diagnosis where applicable)
- symptoms, treatment or course of action relevant to the condition or event
- explanation of the probable effect of the illness, condition or event on the student's participation in the assessment.

## Summary of currency requirements

Eligibility category	Currency of supporting documentation for Year 12 (Units 3 and 4)	
	Summative internal assessment	Summative external assessment
<b>Cognitive</b>	No earlier than Year 10	
<b>Physical &amp; sensory</b>	Long-term conditions: No earlier than Year 10	
	Temporary conditions: No earlier than 6 months before the relevant assessment event	Temporary conditions: No earlier than 30 April of the assessment year
<b>Social/emotional</b>	Anxiety and depressive conditions: No earlier than 6 months before the relevant assessment event.	Anxiety and depressive conditions: No earlier than 30 April of the assessment year
	Other conditions: No earlier than Year 10	
<b>Illness/misadventure</b>	n/a	Must be submitted to the QCAA no earlier than 14 days before and no later than 7 days after the assessment event

## More information

- AARA factsheets are available at [www.qcaa.qld.edu.au/senior/assessment/aara](http://www.qcaa.qld.edu.au/senior/assessment/aara)
- *QCE and QCIA policy and procedures handbook*, Section 6  
[www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/6-aara](http://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/6-aara)
- phone 1300 381 575 or email [aara@qcaa.qld.edu.au](mailto:aara@qcaa.qld.edu.au).



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