

Extra time

Access arrangements and reasonable adjustments (AARA)

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

QCAA approval is required for extra time for timed, summative internal and external assessment and the SEE. The rules and procedures that apply to the use of extra time are set out below. Students approved for extra time are automatically approved for small-group supervision.

Using extra time

Extra time allows a student with disability, impairment and/or medical condition additional time to work during a summative assessment, if required to complete the assessment on the same basis as other students. It is applied to the prescribed examination time based on a fixed time per half hour; the student's finish time is extended by the total amount of time approved as extra time.

The standard additional working time is five minutes per half hour. Schools may request longer periods of extra time if the student:

- has a significant disability requiring more time to process information, adjust assessment materials and/or complete assessment requirements
- requires more time to access the test materials, e.g. braille test materials
- requires more time to access the assessment using an assistive technology, e.g. eye-gaze technology.

Extra time is applied to the prescribed examination working time only.

Applications for extra time are considered on a case-by-case basis depending on the evidence provided. Applications should be based on evidence that the amount of time requested has been an appropriate adjustment in the past.

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, all 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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