

Illness and misadventure

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.

Illness and misadventure

Students whose ability to attend or participate in an assessment is adversely affected by illness or misadventure may be eligible for access arrangements and reasonable adjustments (AARA).

- Illness may be a temporary condition, such as influenza or gastroenteritis, or a deterioration or complication of an existing medical condition.
- Misadventure refers to events that are unforeseen and beyond the student's control that have an adverse effect on the student's ability to attend or participate in assessment on the same basis as other students (e.g. bereavement or a significant event such as a car accident or flooding). Events that are of the student's or their parents/carers own choosing (e.g. family holidays or sporting events) and matters that the student could have avoided (e.g. misreading an examination timetable or instructions in examinations) are not considered misadventure.

Other situations

For internal assessment, schools manage other situations where students are not eligible for AARA (e.g. student representation in sport, artistic or other endeavours). See the QCE and QCIA policy and procedures handbook, Section 8.2.7 for information about school-approved absences, including examples and actions that apply when a student has an approved absence on the day internal assessment is due.

For external assessment, schools may submit a variation to venue application to the QCAA to enable a student to complete assessment at a venue that is not their MLP, if they are representing Australia or their state in an official capacity at a sporting, academic or cultural event during the external assessment period. Students may also be eligible for a variation to venue if they are geographically isolated or residing outside of Queensland, or have an illness or injury preventing them from attending their MLP. Information about variation to venue is available on the QCAA website.

Illness and misadventure in internal assessment

When individual students are impacted by illness or misadventure, schools implement principal-reported AARA to provide opportunities for them to engage in teaching and learning and complete internal assessment on the same basis as other students. Schools may approve:

- a comparable assessment to enable a student to complete an internal examination at a later date. The decision to approve a comparable assessment should be made before, during or immediately after the assessment session.
- an extension to enable a student to submit or present a non-examination at a later date.

When comparable assessments and extensions are approved, schools determine new due dates for individual students.

General and General (Extension) subjects

If a student does not complete internal assessment in General and General (Extension) subjects by the date that provisional marks are required in the Student Management application (app), 'NYA' (not yet administered) must be recorded. The school then contacts QCAA's Certification Unit with a request to replace the NYA result with the student's mark, when it is available. See the QCE and QCIA policy and procedures handbook, Sections 9.6.1 and 13.2.5 for further information about this.

Where possible, marks should be provided as soon as the subject cohort's confirmed results for the internal assessment have been published. The final date for the QCAA to amend data on behalf of schools in the Student Management app is published in the Senior Education Profile (SEP) calendar. Schools should contact the QCAA's AARA Unit if there are concerns about a student completing required assessment (e.g. in the case of an extended illness). An illness and misadventure application should only be made when all principal-reported AARA have been exhausted.

Applied and Applied (Essential) subjects and Short Courses

For assessment in Applied and Applied (Essential) subjects and Short Courses, schools record results in the Student Management app when they are available after principal-reported AARA have been implemented. The final date for schools to record internal assessment and final results is published in the SEP calendar. Schools should contact the QCAA's AARA Unit if there are concerns about a student completing required assessment (e.g. in the case of an extended illness).

Supporting documentation

To approve principal-reported AARA including comparable assessments and extensions, the principal or the principal's delegate must be reasonably satisfied that the need for the AARA exists, and be able to provide evidence to justify the decision. Principal-reported AARA are reported to the QCAA via the AARA app; however, evidence is *not* submitted to the QCAA in this process and the QCAA does *not* specify the evidence required.

See the [QCE and QCIA policy and procedures handbook](#), Section 6.5.1 for further information about illness and misadventure in internal assessment.

Illness and misadventure in external assessment

External assessment for General, General (Extension) including Alternative Sequences and General (Senior External Examination (SEE)) subjects is administered by schools under the same conditions at the same time and on the same day. There are no comparable assessments, extensions or opportunities to resit external assessment.

- The QCAA advises students to attend each of their external assessments. However, students are not expected to attend against specific written medical advice, or if it is clear they are unable to do so. When in doubt about attendance to complete an external assessment, students should contact the school external assessment coordinator.
- Some students who are impacted by illness or misadventure may be able to complete assessment on the same basis as other students if AARA are implemented, e.g. use of a computer for a student with an injury affecting handwriting; rest breaks for a student who is unable to sit for extended periods of time. Schools should submit AARA applications as soon as possible before assessment via the AARA app in the QCAA Portal or call the AARA Unit on

the day of assessment, if required, on 1300 381 575. An illness and misadventure application is not submitted in this case.

- A student who is impacted by illness or misadventure but able to attend an external assessment, should inform the assessment supervisor of their illness or circumstance as soon as practicable. This may be before, during or immediately after the external assessment session.

Illness and misadventure applications for external assessment

An illness and misadventure application **should be** submitted for any student who:

- ✓ is unable to attend or attempt external assessment due to illness or misadventure
- ✓ attends and completes external assessment, and considers their performance was significantly and adversely affected by illness or misadventure
- ✓ begins external assessment but is forced to abandon it due to illness or misadventure.

Applications may be submitted via the AARA app for a single student or a group of students.

They may be submitted up to 14 days prior to the external assessment period, to no more than seven days after the student's final assessment.

An illness and misadventure application **cannot be** made for:

- x the same condition or circumstance for which QCAA-approved AARA have been approved unless it can be demonstrated that a significant deterioration or complication of the condition occurred that diminished the student's performance in external assessment
- x matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations)
- x circumstances of the student's or parent's/carer's own choosing (e.g. family holidays or sporting events)
- x variations in the administration of the assessment.

Senior External Examination (SEE)

- As there is no internal assessment and the final result is based on the external assessment alone, students must complete the Senior External Examination to receive a result in a General (Senior External Examination) subject.
- No alternative arrangements can be made if a student does not attend a scheduled written examination.
- A student who cannot attend the oral component of a language examination must notify the QCAA as soon as practical. If the reason for non-attendance is illness or misadventure, it may be possible to arrange a telephone examination for the oral component *only*.

Supporting documentation

Supporting documentation must be submitted with illness and misadventure applications as follows:

- For medical circumstances, a report from an independent health professional that includes
 - details of the illness, condition or event (including diagnosis and date of diagnosis/onset, if applicable); a general statement, such as 'unfit for duty' is insufficient
 - treatment or course of action related to the condition or event

- explanation of the probable effect of the illness, condition or event on the student's participation in the assessment.
- For non-medical circumstances, written evidence from a relevant independent professional or other independent third party such as a social worker, police officer, solicitor, member of the clergy, or funeral director.

Evidence submitted must be relevant to the dates of the assessment/s included in the application, and accessed at the time of the impacting event. Where this is not possible, schools should contact QCAA on 1300 381 575 or email aara@qcaa.qld.edu.au.

The QCAA may seek background information and a recommendation from the principal or principal's delegate, observers and external assessment supervisors, where relevant, to verify a student's application for illness and misadventure.

Application decisions

Application decisions are made by the QCAA after assessment (not before) and are communicated to schools through the AARA app in the QCAA Portal.

The QCAA has procedures in place for calculating final subject results in the case of an approved illness and misadventure application, to ensure that students receive fair subject results.

See [QCE and QCIA policy and procedures handbook](#), Section 6.5.2 for further information about illness and misadventure in external assessment.

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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