

# AARA supporting documentation

## Access arrangements and reasonable adjustments (AARA)

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This information is for students, parents/carers and school staff. 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.

### Principal-reported AARA

Principal-reported AARA are specific practical arrangements and adjustments authorised by the principal or principal's delegate for an eligible student when they are reasonably satisfied that the need for the AARA exists and able to provide evidence to justify the decision.

Schools report approved AARA to the QCAA via the AARA application (app) in the QCAA Portal, for assessment in Units 3 and 4 (generally Year 12). **Supporting documentation is *not* submitted to the QCAA and the QCAA does *not* specify evidence required.**

### QCAA-approved AARA

QCAA-approved AARA are specific practical arrangements and adjustments that must be approved by the QCAA for assessment in Units 3 and 4.

- For all summative internal examinations: extra time, rest breaks
- For the common internal assessment (CIA) in Essential English and Essential Mathematics: extra time, rest breaks, alternative format papers, assistive technology and computer
- For summative external assessment and Senior External Examination (SEE): extra time, rest breaks, alternative format papers, assistance, assistive technology, computer, reader, scribe and variation to venue.

Schools submit applications via the AARA app in the QCAA Portal, with supporting documentation including a medical report or EAP documentation, and a school statement.

### Medical report

A medical report must be completed by a relevant practitioner (e.g. GP, medical specialist or registered psychologist) who is not related to the student or employed by the school. It confirms:

- diagnosis of disability, impairment and/or medical condition
- date of diagnosis, occurrence or onset
- treatment or course of action related to disability and/or condition
- information about how the diagnosed disability, impairment and/or medical condition affects the student's participation in assessment, particularly timed assessment
- professional recommendations about AARA.

A medical report template is available on the QCAA website, but its use is *not* required.

Except in exceptional circumstances and with the prior written agreement of the QCAA, medical documentation must meet the following time specifications.

Conditions	Date of medical report
Long-term and chronic conditions	No earlier than Year 10 enrolment. <b>Note:</b> If dated earlier, only a GP update is needed.
Mental health conditions including anxiety and depression, and short-term conditions	Within the preceding six months of relevant internal assessment. No earlier than 30 April for external assessment. <b>Note:</b> Reports of anxiety and/or depression may be completed by a GP.

## EAP documentation

While the Department of Education is transitioning all Queensland state schools to a new students-with-disability resourcing model that does not rely on the Education Adjustment Program (EAP), EAP documentation can still be submitted as AARA supporting documentation, as an alternative to a medical report. This applies to:

- students whose EAP verification was previously approved to cover their enrolment in Units 3 and 4, with no review of criterion 1 required. Depending on the sector, this may be substantiated through submission of an Adjustment Information Management System (AIMS) report snapshot, Independent Schools Queensland (ISQ) letter or verifiers' report
- verification in all EAP categories with the exception of Social Emotional Disorder (SED), as medical documentation for students with anxiety and/or depression must be dated within the preceding six months of assessment.

Where a student's EAP verification has expired, or a review of criterion 1 was requested by EAP verifiers, a medical report is required. This may be completed by a GP.

## School statement

Schools provide:

- information about the disability, impairment, medical condition or circumstance affecting the student
- an overview of impacts on daily functioning in the classroom
- details about the persistent functional impact/s of the condition in timed assessment and arrangements the student has used previously in order to participate in assessment on the same basis as other students.

## Students with disability

In most instances for students with disability, evidence for AARA applications will already be collected as schools meet legislative requirements under the *Disability Standards for Education 2005* and collect evidence to support the inclusion of students in the Nationally Consistent Collection of Data on School Students with Disability (NCCD).

Use of QCAA templates is *not* required. In some cases, only a GP update may be needed, for example (as outlined above):

- when diagnostic medical reports for students with long-term conditions are dated prior to Year 10 enrolment
- for students with mental health conditions including anxiety and/or depression
- where EAP verification has expired, or a review of criterion 1 was requested.

## More information

- National requirements
  - *Disability Discrimination Act 1992 (DDA)*: [www.legislation.gov.au/Details/C2016C00763](http://www.legislation.gov.au/Details/C2016C00763)
  - *Disability Standards for Education 2005 (the Standards)*: [Disability Standards for Education 2005 - Department of Education, Australian Government](http://www.education.gov.au/disability-standards-for-education-2005)
  - Nationally Consistent Collection of Data (NCCD): [www.nccd.edu.au](http://www.nccd.edu.au)
- 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](http://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](http://www.qcaa.qld.edu.au/senior/assessment/aara)
  - phone 1300 381 575 or email [aara@qcaa.qld.edu.au](mailto:aara@qcaa.qld.edu.au).



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