



St John's College Nambour



REQUEST FOR ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS FORM

YEARS 7 TO 10.

Any request for Access Arrangements and Reasonable Adjustments should initially be discussed with and the request submitted to students' subject teacher. **This should be done:**

- (a) For Years 7 to 10 students - A MINIMUM OF 48 HOURS prior to the indicated submission due date for an assessment.
- (b) For any assessment item involving spoken or multimodal presentations – A MINIMUM OF 1 WEEK prior to the indicated submission due date for an assessment.

Any request for an extension of time on the due date is not appropriate, unless there are unexpected and unavoidable medical reasons for such a submission.

Students should be able to show some evidence of a willingness to complete the assessment by the indicated submission date (e.g. notes, first draft, etc.). Final approval of any Access Arrangements and Reasonable Adjustments will be made by the relevant **Curriculum Middle Leader** in consultation with the **subject teacher**.

A record of this application will be kept on file and recorded in the College's AARA Database.

STUDENT'S NAME:

SUBJECT:

SUBJECT TEACHER:

Date assessment issued: / / Date assessment due: / /

Assessment Task:

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Reason(s) for Request for Access Arrangements and Reasonable Adjustments:

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Supporting evidence:

All applications should be accompanied by suitable evidence from an outside provider to be considered.

Supporting evidence is attached: Yes / No

School CAP Attached: Yes / No

If No: Supporting evidence available from: Year Level Leader Assistant Principal Deputy Principal Counsellor

Signed (person holding the evidence): Date/...../.....

Access Arrangements and Reasonable Adjustments being requested by student:

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ADJUSTMENTS RECOMMENDED BY CURRICULUM LEADER:

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..... Signed:

Signed – Student: Date:/...../.....

Parent / Carer: Date:/...../.....

Office Use Only:

Application Approval date: /..... /.....

OUTCOME: SCHOOL APPROVED / SCHOOL NOT APPROVED

ADJUSTMENTS APPROVED BY ASSISTANT PRINCIPAL:

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Copies to: Curriculum Middle Leader / Subject Teacher / Student / Year Level Leader / Assistant Principal / Parents.