



# St John's College Nambour



## REQUEST FOR ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS FORM.

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, 8 and 9 students - A MINIMUM OF 24 HOURS prior to the indicated submission due date for an assessment.
- (b) For Years 10, 11 and 12 students - A MINIMUM OF 72 HOURS prior to the indicated submission due date for an assessment (earlier submission will be required if QCAA approval is needed).
- (c) For any assessment item involving spoken or multimodal presentations – A MINIMUM OF 1 WEEK prior to the indicated submission due date for an assessment (earlier submission will be required if QCAA approval is needed).

**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. For students in Years 10, 11 and 12, please note that this information may also be uploaded into the QCAA Student Management System and will be accessible by QCAA staff.

STUDENT'S NAME: .....

SUBJECT: .....

SUBJECT TEACHER: .....

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

Assessment Task: .....

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

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Supporting evidence:

All applications must be accompanied by suitable evidence from an outside provider to be considered. (Note – For Years 10, 11 and 12 students, all supporting evidence must fully meet QCAA guidelines before approval can be considered)

Supporting evidence is 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:

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Signed – Student: ..... Date: ...../...../.....

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

Office Use Only – CML or AP to complete and sign

Application issue date: ..... /..... /.....

OUTCOME: SCHOOL APPROVED / SCHOOL NOT APPROVED / QCAA APPROVED / QCAA NOT APPROVED

ADJUSTMENTS APPROVED: .....

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