



St John's College Nambour

REQUEST FOR ASSESSMENT EXTENSION OR ADJUSTMENTS

AARA

(Access Arrangements and Reasonable Adjustments)

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 Name:

Year Level

Subject & Teacher:

Class Code (on timetable):

Dates assessment issued & due:

Assessment Task:

Reason(s) for extension/adjustment:

(If requesting an extension, include the number of days absent from school and impact this has had on your ability to complete the assessment)

.....
.....
.....

Extension/adjustments requested by student. (include requested due date/ adjusted conditions)

.....
.....
.....

Supporting evidence: Please include the following evidence as part of this application

- ☐ | NA - Assignment extensions: An up-to-date draft must be submitted as part of this application. The work submitted as part of the draft must be proportionate to the time present in class or the application will not be approved.
- ☐ | NA - Extension request/missed examination: Parents/carers must also email the relevant teacher notifying them of the application request.
- ☐ | NA - Adjusted conditions (eg. Extra time, scribe, alternate location etc.): Include supporting documentation.

Student signature: Date:/...../.....

Parent / carer name:

Parent / carer signature: Date:/...../.....

Class teacher:

Parent email received: Yes / No

Draft received and proportionate to time in class: Yes / No / NA

Supported: Yes / No

Notes:

Name & Signature: Date:/...../.....

ADJUSTMENTS APPROVED BY CURRICULUM LEADER:

Include details of when the assessment is due/adjusted conditions/exam catch-up details

.....
.....

Signed (CML): Date:/...../.....

OUTCOME: SCHOOL APPROVED / SCHOOL NOT APPROVED

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