



# St John's College Nambour



## REQUEST FOR ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS FORM

### YEARS 11 AND 12.

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 11 and 12 students - A MINIMUM OF 72 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 recommendations of any Access Arrangements and Reasonable Adjustments will be made by the relevant **Curriculum Middle Leader** in consultation with the **subject teacher**.

**IT IS IMPORTANT TO NOTE THAT NO ADJUSTMENTS TO UNITS 3 AND 4 ASSESSMENT CAN BE IMPLEMENTED WITHOUT QCAA APPROVAL – THEREFORE IT IS IMPORTANT FOR APPLICATIONS TO BE MADE AS SOON AS POSSIBLE.**

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:** Templates for the following are available from the QCAA Website at

<https://www.qcaa.qld.edu.au/senior/assessment/aara/apply-for-aara>

**The following documents MUST be attached to this application:**

- \* QCAA Student Statement - completed by student and parent / carer.
- \* QCAA School Statement – completed by a suitable staff member at the College.

**At least one of the following additional documents must be attached to this application:**

- \* QCAA Medical Report Template.
- \* QCAA Imputed Disability – School report

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.