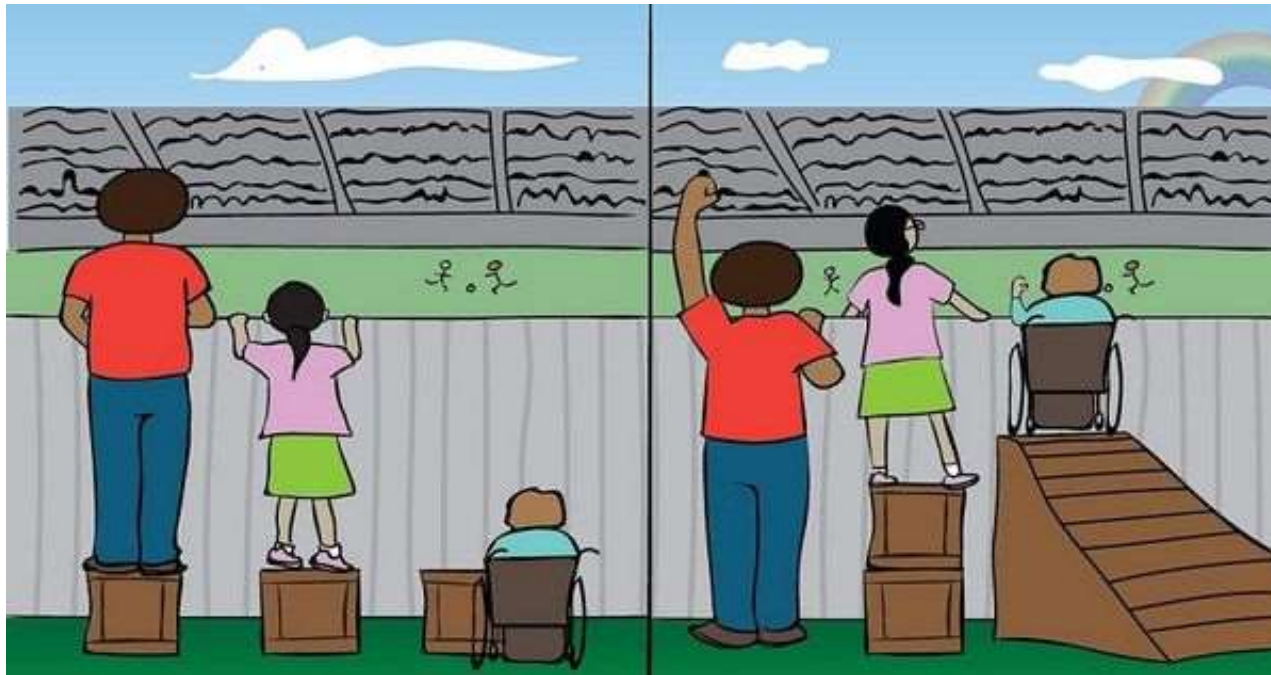


Access Arrangements & Reasonable Adjustments (AARA)

for Yr7-10 students

Wellington Point State High School recognises that some students have disability, impairment and/or medical conditions, or experience other circumstances that may be a barrier to their performance in assessment. Access arrangements and reasonable adjustments (AARA) are designed to assist these students.

Why do we need AARAs?



EQUALITY

vs

EQUITY

Access Arrangements Grades 7-10

Do you need an assignment extension or have you missed an exam?

Yes

No

Is this due to illness, disability, or an adverse and unforeseen event?

Is this due to an IT issue, holiday, representative sporting event, cultural event or TAFE/Traineeship commitment?

You need to sit/complete the same assessment as your peers at/by the allocated day/time

Students/families need to contact the relevant Class Teacher prior to the due date, to complete an AARA application with documentary evidence. All applications must be approved by the Curriculum Head of Department.

AARA is not available for these reasons. Failure to complete a scheduled assessment without an AARA will yield zero marks and a possible fail grade for that Unit of work

Note:
There is no guarantee that access arrangements will be approved by the school. Staff are happy to discuss individual circumstances with students/families.

Common Access Arrangements for missed assessment:

- Exam = comparable assessment
- Assignment/project = extension
- Injury or health condition prevents participation = comparable assessment or extension



**Reasonable
Adjustments
Grades 7-10**

Do you need an adjustment to be able to complete assessment?
eg. larger print exam papers or extra time to complete an exam

Yes

Adjustments can be applied for if students have a longer term illness/injury or disability. The application process will require a school statement, student/parent statement and a medical report.

Contact the Head of Special Education Services ASAP to discuss your student's needs.

No

Without a substantiated reason/approval, you will need to complete the same assessment, at the same time, under the same conditions, as your peers

Note:
There is no guarantee that reasonable adjustments will be approved by the school. Staff are happy to discuss individual circumstances with students/families.

How to apply for AARA:

- Application forms can be accessed via the school website or with the Senior Studies Guidance Officer
- School website - <https://wellingtonpointshs.eq.edu.au/support-and-resources/forms-and-documents>
 - From school website home page, go to Support and Resources, then Forms and Documents
 - Scroll down to see the Application for AARA Year 7-10
 - This is a word document that you can complete electronically or print

<p><u>Step 1</u> Fill in form, save and attach it along with:</p> <ul style="list-style-type: none">• Medical Certificate or documentation to verify illness, condition or event <p>Note: Complete a new form for each subject</p>	<p><u>Step 2</u> Email form and supporting documentation to: admin@wellingtonpointshs.eq.edu.au</p> <p>Note in the subject line of the email AARA Request – {Student’s Name}, {Year Level}, {Subject}</p>	<p><u>Step 3</u> Alternatively, you can submit your application in person by printing your form and deliver it along with any supporting documentation to the Admin Office at Wellington Point State High School</p>
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Important points to consider:

- AARA are planned and negotiated as early as possible so that eligible students are supported appropriately to participate in, and complete the requirements for, a course of study and assessment.
- AARA is not guaranteed – documentation must support the need for an AARA and it must align with school/QCAA policy
- Access Arrangements (e.g. extensions) are approved by the Curriculum Head of Department
- Reasonable Adjustments (e.g. additional time for exams) must be approved by the Head of Special Education Services



Consequences of AARA not approved:

- Students must sit/complete the same assessment as their peers at/by the allocated day/time (or before due date)
- Non submission of assessment will result in a Not Rated/Fail

