

# Application for an AARA

Park Ridge State High School

a versatile education for a versatile world  
we honour the traditional owners of our land



## STEP 1 - Student Details & Assessment Information

Student:  Yr Lvl:

Date of Application:  Form Issued by:

Subject Regarding Application:  Subject Teacher:

Have you had any previous reasonable adjustments/extensions approved? Yes ☐ No ☐

### Assessment Information

Type of Assessment:

Original Due Date:

How many lessons have we missed?

Proposed Due Date

## STEP 2 - Reasoning for Access Arrangement or Reasonable Adjustment

Category of Application: Cognitive: ☐ Sensory: ☐ Physical: ☐ Social/Emotional: ☐ Illness/Misadventure: ☐

Please provide an overview of reasoning behind this application

## STEP 3- Supporting Documentation

Please list supporting documentation that is attached with this application for Extension/Reasonable Adjustment

<input type="checkbox"/> Medical Certificate	<input type="checkbox"/> Education Adjustment Plan	<input type="checkbox"/> Medical Documentation
<input type="checkbox"/> Parent Statement (optional)	<input type="checkbox"/> Guidance Officer Statement	<input type="checkbox"/> Teacher Notes
<input type="checkbox"/> Other: <input type="text"/>		

## STEP 4- Signatures Required for Application Submission -Year 11 and 12 only

	Signature:	Full Name:	Date:
1 Parent/Guardian	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 HOD/HOSES/DP	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Guidance Officer (if required)	<input type="text"/>	<input type="text"/>	<input type="text"/>

## STEP5- Principal's Delegate = Senior Schooling HOD-approval (senior students only)

Application Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>	Arrangements/Adjustments that will be put in place as a result if approved			
	<input type="checkbox"/> Extension	<input type="checkbox"/> Scribe	<input type="checkbox"/> IT Adjustments	<input type="checkbox"/> Rest Breaks
Extension Date (if applicable): <input type="text"/>	<input type="checkbox"/> Comparable Exam	<input type="checkbox"/> Reader	<input type="checkbox"/> IT Access	<input type="checkbox"/> Room Adjustments
	<input type="checkbox"/> Other: <input type="text"/>			
4 Principal's Delegate Approval	Signature:	Full Name:	Date:	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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AARA submitted to QCAA Portal for approval

QCAA Inclusive strategy	QCAA Approved Areas 7 to 10	Tick the adjustment for this assessment					
Timing (breaks and extra time)	Additional time	Extension Assignment <1week	Extension Assignment- >1 week	Exam time (imputed 5min per hour)		Exam time (imputed 10-15min per hour)	
	Frequent breaks (in between exams)	Exam time (imputed 5min per hour)		Exam time (imputed 10-15min per hour)			
Scheduling (order and number of sessions)	Number of sessions	Breaking assessment into sections same day		Increasing pre-exam preparation			
	Order of sessions	Establishing assessment from C level to A+ level through the Exam/Assignment		Extra sessions for reading and text processing			
Setting (noise wheelchair access, anxiety)	Location: Furniture, resources, supervision	Supervision that students require during the implementation of units, including assessment		Identifying furniture, resources and equipment			
	Seating: Placement	Planning the placement of seating to maximise visibility, audibility and physical access to resources, learning opportunities and support (adults or peers), as required.					
Presentation	Cues and prompts	Highlighting key words or phrases in directions		Using symbols such as arrows or stop signs to remind the student to do something			
	Directions	Read aloud	Read more than once	Presented as pictures/symbols	Highlighted key words	Text to Speech	
	Format of the text	Braille Large print	Less text on the page	Digitised text	Audio text		
	Specialised equipment	Laptop		IPAD		Graphic organisers	
Response	Verbal	Scribe (adult)		Recording device		Interpreter /translator	
	Written	Adaptive tools – Pencil grip	Specialised writing tools	Keyboards		Scribe and speech to text	
	Non-verbal	Assistant technology Symbol and word bank		Finger/eye pointing			
	Specialised equipment & resources	Computer or word processor	Communication devices	Speech-to-text or text-	Braille machine	Talking calculator	