



VICTORY COLLEGE

Senior School Application for Access Arrangements and Reasonable Adjustments (AARA)

In Years 10 and 11 any AARA are Principal approved. In Year 12 application is made to the College and the Principal reports on these to the QCAA (Queensland Curriculum and Assessment Authority).

This form must be used by Years 10 to 12 students when applying for the reasonable adjustment of assessment conditions due to special circumstances. Application for adjustments to assessment conditions should typically occur at least two (2) school days prior to the due date for an assessment. In the case of illness or misadventure the application should occur as soon as practically possible. This would vary according to the exact nature of the situation, however, in all of these circumstances prompt communication with the College is paramount.

AARA are provided to minimise, as much as possible, barriers for students whose disability, impairment, medical condition or other circumstances may affect their ability to access or participate in assessment. Students may also be eligible for AARA where illness and misadventure (i.e. unforeseen circumstances) or other situations may prevent them from demonstrating their learning, knowledge and skill in internal and/or external summative assessment.

AARA applications on medical grounds must align with the recommendations of a medical practitioner.

AARA applications must include:

- AARA application form
- Evidence to support the application

Applications may also include a student statement about the impact of their medical condition or disability on their ability to complete assessment.

For applications on medical grounds, this includes the 'Confidential Medical Report' Queensland Curriculum and Assessment Authority (QCAA), unless the student has a current Education Adjustment Program (EAP) verification.

For applications for non-medical circumstances or misadventure, this includes documentary evidence that the circumstances were unforeseen and unavoidable. Examples may include a police report, court notice, funeral notice of immediate family member.

The Director of Senior Schooling will confirm whether an application has been accepted or rejected.

Please note:

1. Students should not make assumptions that the application will be granted until they have been officially notified by the Director of Senior Schooling.
2. Once notified, it is the responsibility of the student to ensure that all assessment is submitted by the adjusted due dates and within the conditions prescribed.
3. If an application is not approved, failure to submit by the original due date will result in drafts being marked in lieu of final copies or a '0' if alternative exam date is missed.
4. Students in Years 11 and 12 are ineligible for AARA on the following grounds:
 - a. Matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations)
 - b. Matters of the student's or parent/carer's own choosing (e.g. family holidays, attendance at sporting events)
 - c. Unfamiliarity with the English language
 - d. Teacher absence or other teacher-related difficulties
5. Technology failure (such as printer not working, work not being saved, or computer malfunction etc.) is not considered acceptable grounds for extension.

Date: _____ Time: _____ Received by: _____ Approved by: _____ Date: _____

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(To be submitted a minimum of two days prior to the due date unless there are unforeseen or extenuating circumstances)

Privacy Statement: Details provided to the school will be treated, as far as possible, with the utmost confidentiality.

This application should be submitted to Reception. The person nominated below will be informed of the outcome electronically after the decision has been made.

Student's Name: _____ Form Class: _____ Date submitted: _____

Due date	Teacher	Subject	Description of Assessment task/s	New date requested

Reason for application:

 Medical Certificate attached Other evidence attached

Email address to receive decision: _____ (This can be the student's school email or a parent/caregiver email)

Student signature: _____ Parent/Guardian signature: _____