



MANSFIELD STATE HIGH SCHOOL YEAR 11 & 12

Application for Access Arrangements and Reasonable Adjustments (AARA)

STUDENT DETAILS		
Student Name:	Student Signature:	Roll Class:
		Date:
Parent Name:	Parent Signature:	Date:
Subjects & due date (Completed by student)	Details and summary of approved adjustments: (Completed by school)	

TYPE OF AARA (tick one)	CATEGORY (tick one)	
Long Term (DDA)	Cognitive	Physical
Intermittent	Sensory	Social/Emotional
Temporary (sick, sport etc)	Illness/Misadventure	Other

SUPPORTING DOCUMENTATION ATTACHED (see over for descriptions & tick all relevant)		
Medical Report		Student Statement
Evidence of a verified disability		Other evidence
School/Teacher Statement		

ADJUSTMENTS REQUESTED (see over for descriptions & tick all relevant)			
Alternate format paper		Diabetes management	Rest breaks
Assistance		Extension	Scribe
Assistive technology		Extra Time	Varied seating
Bite-sized food		Individual instructions	Variation to venue
Comparable assessment		Medication	Vision aids
Computer		Physical equip & environment	Other
Drink		Reader	

Office use only		Staff member name
Request received	Date:	
Application uploaded to QCAA	Date:	
Parent/student informed of outcome	Date:	
Teacher/HOD informed of outcome	Date:	
Contact entered in OneSchool	Date:	
Entered into AARA table	Date:	
PLP updated	Date:	
Decision letter sent to Parent/student and uploaded to OneSchool	Date:	
Principals Delegate's Signature:		Date:

SUPPORTING DOCUMENTATION DESCRIPTIONS	
Medical Report (see template on share point & website)	<ul style="list-style-type: none"> • Diagnosis of disability and / or medical condition • Date of diagnosis • Date of occurrence or onset of the disability and /or medical condition • Symptoms, treatment or course of action related to the disability, impairment and/ or medical condition • Information about how the diagnosed disability, impairment and/or medical condition affects the student participating in assessment, particularly timed assessment when considering external assessment • Professional recommendations regarding AARA • If a student has been verified as part of the Education Adjustment Program (EAP) or equivalent, the formal notification of EAP may substitute for a medical report. • Must be completed by a relevant practitioner who is a general practitioner (GP), medical specialist, or psychologist (registered under Queensland's <i>Medical or Psychologists Practitioners Registration Act 2001</i>), and who is not related to the student or employed by the school.
School statement	<ul style="list-style-type: none"> • The school collects information in relation to the disability, impairment and /or medical condition in order to prepare the school statement.
Student statement	<ul style="list-style-type: none"> • The student may choose to submit a statement about how their disability, impairment and /or medical condition affects them in assessment.

SUMMARY OF POSSIBLE ADJUSTMENTS	
Alternate format paper	Eg. Braille, enlargement, electronic, large print, black & white.
Assistance	Eg. TA manipulate equipment, support or reassurance, prompt to continue.
Assistive technology	Amp system, speech to text, magnification.
Bite-sized food	Small amount in clear container that does not distract others
Comparable assessment	Alternative comparable assessment given on different date.
Computer	See info on Computers via QCAA portal
Drink	A drink other than water that is required for medical reason – clear unlabelled bottle.
Diabetes management	Eg food, drink, monitoring equipment, medication, varied seating & rests
Extension	Extension of due date for projects, performance & non- examination
Extra Time	Extra working time at the rate of 5 mins per half hour of exam
Individual instructions	Clean, unannotated copy of the written instructions.
Medication	Only prescribed medication may be taken into exams in a clear container
Physical equip & environment	Eg. special chair, cushion, heat or cold pack, towel, lighting, crutches
Reader	Reads the assessment or student's response aloud as often as requested
Rest breaks	At the rate of 5 mins per half hour at any time during the exam
Scribe	Writes student's verbal response or directions during the assessment
Varied seating	Eg. Front or back, near door or other room
Variation to venue	Usually made due to weather or other incident
Vision aids	Eg. colour overlay, different lighting.