AARA: Short Term

Illness and Misadventure; Temporary condition/injury

Varsity College is committed to reducing barriers to success for all students. Access Arrangements and Reasonable Adjustments (AARA) are actions taken by the school to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment.

The college follows the processes as outlined in the QCE and QCIA policy and procedures handbook available from https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook

The college Principal manages the approval of AARA for students through members of the AARA Committee. AARA applications are submitted to the relevant AARA delegate for consideration by the Principal. Please return completed applications with supporting documents to the following delegates:

- **Long term**: Verified disability and diagnosed learning disorders - **Deputy Principal - Inclusion**
- **Long term**: Mental health conditions or other conditions - **Guidance Officer Year 10**
- **Short term**: Temporary illness or misadventure - **Deputy Principal - Year 10**.

All AARA applications must be accompanied by the relevant supporting documentation (outlined in Section 6.5.1 of the QCE and QCIA policy and procedures handbook) and made as far in advance as possible to meet the QCAA timelines. All evidence used to make decisions is recorded in the student's file by the Principal or their delegate.

Students are **not** eligible for AARA on the following grounds:

- unfamiliarity with the English language
- teacher absence or other teacher-related issues
- matters that the student could have avoided (such as technology issues)
- matters of the student's or parent's/carer's own choosing (such as holidays or sporting events)
- matters that the school could have avoided.

Short Term: Temporary condition/injury; Illness and Misadventure
Students whose ability to attend or participate in an assessment is adversely affected by illness or an unexpected event may be eligible for short term, illness and misadventure access arrangements and/or reasonable adjustments. Illness and misadventure can affect a single student or a group of students.

The following principles apply to illness and misadventure applications:

- The illness or event is unforeseen and beyond the student's control, such as personal circumstance or emergent cultural obligation, e.g. summons/subpoena to appear in court or close family member's death/funeral.
- An adverse effect must be demonstrated.
- The situation cannot be of the student's own choosing or that of their parents/carers, such as a family holiday.

An illness and misadventure application **cannot** be made for:

- the same condition or circumstances for which QCAA-approved AARA (long term) have been approved, unless it can be demonstrated that a significant deterioration or complication of the condition occurred that diminished the student's performance in external assessment
- matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations)
- circumstances of the student's or parent's/carer's own choosing (e.g. family holidays or sporting events)
- variations in the administration of the assessment.

Students and parents/carers must contact Student Services as soon as possible to advise of temporary illness or misadventure and submit the relevant supporting documentation.

The AARA application form, including a medical report and/or other supporting documentation, must be submitted to the relevant Deputy Principal as soon as possible.

AARA Application Form: Short Term

Temporary condition/injury; Illness and Misadventure

This application form is completed by students and parents and submitted, with the relevant, required supporting documentation, to the **Deputy Principal – Year 10**.

Name:		**Roll Class:**	
Application Date:	**START:**	**FINISH:**	
Illness and Misadventure Category (Please tick)	☐ Illness/sickness ☐ Injury ☐ Accident ☐ Unexpected event ☐ Other (please specify):		
Supporting Documentation Required (Please tick)	☐ **Medical report** containing the following details: ◻ the illness, condition or event (including details of a diagnosis, where applicable) ◻ date of onset or occurrence of the disability, illness and/or medical condition (must cover date of assessment) ◻ symptoms, treatment or course of action related to the medical condition or event ◻ explanation of the probable effect of the illness, condition or event on the student's participation in the assessment, particularly timed assessment when considering timed assessment ◻ professional recommendations regarding AARA ☐ **Written evidence from an independent professional** (such as witness or police report) ☐ **Official notice** ☐ **Other** (please specify):		
Parent Statement (Please briefly describe the situation and the adverse effect it is having/has had on your child's ability to complete/participate in learning and/or assessment)			

Subject(s) AARA is being applied for (Please list all subjects the application is to cover and the assessment instrument: eg General Maths – Exam)	**SUBJECT**	**ASSESSMENT INSTRUMENT**	**TEACHER**

Student Signature:	**Parent Signature:**
OFFICE USE ONLY	
Application complete: YES NO	Principal Approved / QCAA Approved
Parent, student, teacher, HOD informed of decision YES / NO	AARA recorded on OneSchool: YES NO