



Request for Access Arrangements and Reasonable Adjustments (AARA) Form – Illness and Misadventure

COPY TO BE FILED WITH RELEVANT ASSESSMENT ITEMS

The following guidelines apply for illness and misadventure:

- The condition or situation must be unforeseen and beyond the student’s control. An adverse effect must be demonstrated.
- The condition or situation cannot be of the student’s own choosing or that of their parents/carers, such as a family holiday.
- Misreading an external assessment timetable is not adequate grounds to submit an application for AARA or illness and misadventure.

Documentation required to accompany AARA Form – Illness and Misadventure:

- Year 7-9 – Contact (letter/phone call/email) from parent/carer
- Year 10 – Medical certificate or statutory declaration
- Year 11-12 Internal Assessment - Medical certificate or statutory declaration
- Year 12 External Assessment – QCAA confidential medical report

Step 1	STUDENT TO COMPLETE				
	Name:	Assessment impacted:			
	Date request submitted:	Subject	Teacher	Assessment Task	Original Due Date
	Dates of AARA requested: / / - / /				
	Documentary evidence attached: Yes / No				
	Student signature:				
	Parent signature/contact:				

Step 2	JS, MS or SS DEAN TO COMPLETE		
	Application is: Approved / Not Approved	Extension advice to teachers	
	DEAN Signature:	Subject	Adjusted Due Date

	Comments:		
	Year 11/12 only: Unit No. _____		

JS, MS or SS Dean to distribute extension advice to teachers, Library TA and Curriculum HOD. Dean will enter details and attach form in OneSchool under Master Provision. JS/MS/SS Dean will confirm new conditions with student.

Step 3	PRINCIPAL TO COMPLETE (Year 11/12 for Principal Approved AARAs in Units 1- 4)
	Principal signature: