



Request for Access Arrangements and Reasonable Adjustments (AARA) Form - Long Term Applications

COPY TO BE UPLOADED TO PERSONAL LEARNING RECORD IN ONESCHOOL

Step 1	STUDENT TO COMPLETE	
	Name:	Documentary evidence attached: Reason:
	Date request submitted:	Student signature:
	Dates of AARA requested:	Parent signature/contact: Contact (date recorded on One School):

AARA		Indicate adjustment/s used to support student engagement in assessment						
Timing	Additional time and breaks	Assignment Extension <1week	Assignment Extension >1 week	Exam time 5-10min /half hour	Rest Time Rest period of 5 or 10 minutes per half hour of assessment time, taken at any time during the assessment. Rest Break Information Sheets			
Scheduling	Number/order of sessions	Breaking assessment into sections same day		Increasing pre-exam preparation		Extra sessions for reading and text processing		
Setting	Access to resources	Physical access to resources, learning opportunities and support (adults or peers)			Identifying furniture, resources and equipment e.g. heat pack, cushion, specialised chair etc.		Variation to venue eg. Office, library (weather)	
	Varied seating	Same room out of order- back, front, side, Small group supervision, single student supervision						
	Food/ Drink/Medication	Food in clear container, not noisy or with odour, Diabetes Information Sheet			Prescribed medication in clear container, not noisy, liquid - unlabelled clear bottle			
Presentation	Assistance Cues and prompts	Highlighting key words or phrases in directions		Verbal cueing using student's name, prompting and reassuring student		Teacher aide manipulation of equipment of practical tasks.		
	Directions/Reader	Read aloud/ Audio text		Read more than once	Written Instructions		Text to Speech	
	Alternative Format Papers	Braille	Large print	Less text on the page	Electronic Format	Enlarged paper A4-A3	Coloured paper	
	Specialised equipment	Laptop with approved software application			IPAD	Examination Pens eg C Pen	Irlen Lenses	
	Modified format (staff - please note modified format is available to all students)	Presentation in front of small group			Presentation outside regular class time		Pre -recording of orals	
Response	Scribe	Work with someone who transcribes the student's verbal response or directions during the assessment. Scribe and Reader Information Sheets (varied seating also required – own room)						
	Written	Adaptive tools – Pencil grip		Specialised writing tool eg C Pen	Coloured Overlay	Speech to text/Text to Speech eg Dragon Dictation		
	Non-verbal	Assistant technology - Symbol and word bank			Finger/eye pointing		Magnification	
	Specialised equipment	Computer/ word processor		communication devices	speech-to-text	Braille machine	talking calculator / equipment	
Other	Individual consideration- Specific Details:							

DP D&I/GO to distribute form to teachers, and Curriculum HoD. DP D&I/GO enter details in OneSchool under Master Provision.

The above outlines the reasonable adjustments for completion of assessment. You, as the student, have the responsibility to ensure that you seek support if required to enact this AARA application (ie. speak to GO/DP D&I to confirm adjustments required for upcoming assessments). Please indicate your agreement by completing your signature below.

_____ (Student signature) _____ (GO/ DP- D&I signature)

Step 4	PRINCIPAL SIGNATURE:
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