PIMPAMA STATE SECONDARY COLLEGE

AARA PROCESS | ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS

YEAR 7–10 SHORT-TERM AARA	YEAR 11–12 SHORT-TERM AARA	YEAR 7–12 LONG-TERM AARA
Short-term illness, injury or misadventure	Short-term illness, injury or misadventure	Long-term disability, significant medical/illness or long-term mental health
1 APPLY • Student/parent/caregiver contacts Sub-School HOD regarding assessment impacted by short-term illness, injury or misadventure. • Consult School Assessment Calendar and relevant HOD to establish whether an AARA application may be warranted or is not applicable.	**1 APPLY** • Obtain Short-Term AARA Application Form from Case Manager, Senior School Team (DP, GO or HOD) or College website / College Assessment Policy. • Complete application, attach required supporting documentation and submit as early as possible. • Submit to Principal Delegate: Deputy Principal Senior School — illness/misadventure.	**1 APPLY** • Obtain Long-Term AARA Application Form from Case Manager, Sub-School Team (DP, GO or HOD) or College website / College Assessment Policy. • Complete application, including parent and student statements. Attach required supporting documentation and submit as early as possible. • Submit to Principal Delegate: DP Inclusive Practices — long-term disabilities diagnosis; DP Senior School — significant medical/illness; GO — long-term mental health.
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2 CHECK & PROCESS • Where application may be warranted: complete and submit Short-Term AARA Application with supporting documentation to Sub-School. • Sub-School HOD determines whether evidence meets threshold. • If threshold is not met: communicate reasons to student/family/relevant staff and refer to staff support/task sheets. If AARA is not applicable, communicate reasons; an updated form may be submitted in relevant circumstances.	**2 CHECK & PROCESS** • Principal Delegate checks application and supporting documents to establish eligibility; parent/caregiver contacted if further evidence is required. • Principal Delegate processes application: approved applications signed/dated; unapproved applications returned with feedback and may be resubmitted if additional documentation is required.	**2 CHECK & PROCESS** • Principal Delegate checks application and supporting documents to establish eligibility; for Years 11–12, aligned with QCAA guidelines. Parent contacted if further evidence is required. • Principal Delegate processes application. For Years 11–12, application submitted via QCAA. Approved applications signed/dated; unapproved applications returned with feedback and may be resubmitted if additional documentation is required.
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3 OUTCOME & RECORD • Approved: record in AARA tracking spreadsheet; communicate agreed conditions to relevant staff, student and family. • Unsuccessful/not applicable: communicate outcome and reasons to student/family and relevant teacher.	**3 OUTCOME & RECORD** • Principal Delegate tables application at Senior School Student Support Meeting. • Approved: email outcome to student/parent/caregiver; record contact on OneSchool; communicate outcome to staff; add to central AARA tracking spreadsheet. • Unapproved: email student/parent/caregiver; record contact on OneSchool.	**3 OUTCOME & RECORD** • Years 7–10: Principal Delegate tables application at Sub-School Student Support Meeting. • Years 11–12: Principal Delegate reviews QCAA decision in QCAA portal and downloads approved document. • Approved: email outcome; record contact on OneSchool; communicate with staff; add to central AARA tracking spreadsheet. Unapproved: email outcome and record contact on OneSchool.
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4 IMPLEMENT • Class teacher checks AARA database for updates. • Class teacher implements approved AARA strategies.	**4 IMPLEMENT** • Copy approved AARA documents and recorded adjustments loaded into OneSchool — Support Provisions at teacher accessibility level. • Approved AARA details recorded in central SharePoint tracking document. • Class teacher checks AARA database and implements approved AARA strategies.	**4 IMPLEMENT** • Copy approved AARA documents and recorded adjustments loaded into OneSchool — Support Provisions at teacher accessibility level. • Approved AARA details recorded in central SharePoint tracking document. • Class teacher implements AARA and communicates with HOD if student does not meet conditions (e.g. new due date).
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ONGOING — CLASS TEACHER Check AARA database for updates and implement approved AARA strategies.	**ONGOING — HOD / SENIOR SCHOOL** Monitor and manage assessment calendar. For Years 11–12, Senior School HOD sends reminders regarding AARA requirements and manages AARA exam requirements in the exam schedule.	**RECORD KEEPING** Approved AARA documents and recorded adjustments → OneSchool Support Provisions (teacher accessibility level). Approved AARA details → central SharePoint AARA tracking document.