******Access Arrangements and Reasonable Adjustments**

**Year 10-12 College Application Form**

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| Your application will be confidential |
| However, certain staff including DP, GO, HOY and teachers may need to know non-confidential details of your circumstances in order to make recommendations and adjustments to best support your application.    |
| **Instructions for Senior AARA Applications** |
| * To be considered, this application must be submitted at a minimum of 2 days before the due date.
* Please refer to the Bellbird Park State Secondary College’s Assessment Policy prior to submission of the application.
* Granting of AARA is at the discretion of the Principal, Principal’s delegate and approved only:
* When the student successfully meets eligibility criteria;

AND* The student’s circumstance provides a barrier for eligible students to demonstrate their knowledge and skills in their assessment.
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| **Student Details** |
| Student Name: |
| Date of application:  | Pathways class:  |
| **Reason for application** (select from the reasons below):  |
|  [ ]  extension of time for a piece or pieces of assessment[ ]  absence from a scheduled exam[ ]  access arrangement to assessment to make it more accessible[ ]  reasonable adjustment for students with disabilities |
| Subject/subjects: |
| Assessment type/types: |
| Due date/dates: |
| **Eligibility criteria** (select from the conditions and categories below)**:**  |
| **Time-frame of condition** | **Category** |
| [ ]  temporary[ ]  intermittent [ ]  permanent | [ ]  Cognitive[ ]  Physical[ ]  Sensory[ ]  Social/emotional | [ ]  Illness [ ]  Bereavement[ ]  Misadventure |
| **Student statement explaining reason for application***: Information regarding how your disability, impairment and/or medical condition affects you in assessment***.** |
|  |
| **Parent/Caregiver statement explaining reason for application:** |
|  |
| **Supporting evidence (***please attach to application***):** |
| [ ]  medical documentation[ ]  evidence of verified disability [ ]  official reports | [ ]  legal documentation[ ]  Guidance Officer aware[ ]  other |
| **Parent/Care Giver Acknowledgement** |
| I have discussed the grounds for this application with my child and I support the request for additional support for my student. I acknowledge that this is merely a request only and is subject to approval from the Deputy Principal in line with College and Queensland Curriculum and Assessment Authority procedures. |
| Parent Signature:  | Date: |
| **Application Submission** |
| * Applications can be submitted in person and delivered to the front office at the college.
* Applications can be submitted electronically to the Head of Year (HOY), Senior Schooling HOD (HODSS) or Year Level Deputy Principal.
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| **This section to be completed by the Head of Department or HOY** |
| I am satisfied that this application meets the requirements as set down in the College Assessment and AARA policy.  **Yes** [ ]  **No** [ ]  |
| I have checked class progress and the notes and/or draft completed by the student.  **Yes** [ ]  **No** [ ]  |
| I am happy to support this application: **Yes** ☐ **No**  ☐ |
| HOD/HOY Signature:  | Date: |
| **Comments:** |
|  |
| **This section to be completed by the Guidance Officer or Deputy Principal** |
| **Approved: Yes** [ ]  **No** [ ]  |
| Granted to (date and timeline):  |
| DP Signature:  | Date: |
| **Adjustments and Procedures:** |
|  |
| **OFFICE ONLY** |
| [ ]  scanned and upload to Support Provisions[ ]  student and parent/caregiver notified of outcomes[ ]  college staff notified of AARA and arrangements |