Burnside State High School

Small Smarter Safer

4 February 2026

Dear Student, Parents and Guardians

This letter is to inform you of your responsibilities regarding students' missing assessment submission dates. Previously this was known as "Special Provisions".

'The Queensland Curriculum and Assessment Authority (QCAA) recognises that some students have disability, impairment and/or medical conditions, or experience other circumstances that may be a barrier to their performance in assessment. **Access Arrangements and Reasonable Adjustments** (AARA) are processes designed to assist these students.'

In **Year 11 and 12** students requiring Access Arrangements and Reasonable Adjustments will require an AARA application to be approved to grant any special provisions or extensions **before assessment** is due.

The AARA process is accessed via an application to support students with disabilities, medical conditions or other unforeseen situations where students are unable to complete or submit assessment by the due date.

AARA are strategies 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.

Students are **not** eligible for AARA in the following situations:

- matters of the student or parent's/carer's own choosing (e.g. family holidays)
- unfamiliarity with the English language
- teacher absence or other teacher-related difficulties
- matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations)

An AARA will only be granted if there is a strong case with supporting documentation supplied to validate the application. This can include but is not limited to a medical report, funeral notice or another official notice. All decisions will be made in accordance with QCAA policies and procedures.

Any student wishing to apply for an AARA relating to long-term or chronic conditions will need to meet with the Guidance Officer or the Head of Special Education Services. Any student wishing to apply for an AARA relating to short-term or temporary conditions will need collect an application form from a Head of Department to commence the application process. A flow chart of the process can be found on the back of this letter.

AARA applications will need to be accompanied by relevant supporting documentation and returned with the completed school application form by **the due date** of the assessment. Students who are absent from school on the day of their assessment are still expected to submit their work on the due date where possible. An approved AARA will then allow for an updated version of the assessment to be submitted by the revised due date.

Yours sincerely

Scott Sergeant
HOD- Senior Schooling

Stuart Trampnau
Deputy Principal

Paul Fitzgerald
Principal

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Queensland Government

Both the school, and the QCAA are responsible for approving Access Arrangements and Reasonable Adjustments (AARA). Students whose ability to attend or participate in an assessment is adversely affected by **illness or an unexpected event** may be eligible for illness and misadventure AARA. If applying for an illness and/or misadventure AARA, the following processes must be adhered to (please note that illness or misadventure AARAs will NOT be granted for the Senior External Examinations):

Student Responsibilities

Inform school of illness/unexpected event

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Year level HOD to provide student with relevant reports (*QCAA Confidential Student Statement and/or QCAA Confidential Medical Report*) to be completed by parent/caregiver/medical practitioner to **gather** all information required

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Return all reports to HOD in a timely manner

School Responsibilities

Review upcoming formative/summative assessment

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Identify AARA required based on medical advice and subject requirements

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Report or **apply** to Principal and/or QCAA

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Confirm arrangements with students, parent/caregiver and staff

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Administer assessments and **enact** AARA