



Application for Assessment Extension, Exemption or Special Provisions

This form must be completed and signed PRIOR TO THE DUE DATE of assessment

Extension Exemption Special Provisions AARA (11&12)

Date:

Name:

Year:

Teacher:

Subject:

Due Date:

Assignment Title:

Extension Date Requested:

Reason for Application:

Student Name: _____ Parent Signature: _____

Student Email: _____ Parent Email: _____

The name and email address provided above represents the same acknowledgment as a signature.

Documentary evidence must include medical certificate for extension and exemption. Attach letters or other supporting documents to this application. In year 11/12 AARA applications require QCAA Confidential Student Statement and/or QCAA Confidential Medical Report. See flowchart on reverse side of this sheet for further details.

Teacher Comments/Description:

Teacher Code:

Teacher Email:

Office use only

Application Approved: Yes No

New Extension Date:

Administration Signature:

Date: _____

Both the school, and the QCAA are responsible for approving Access Arrangements & 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 AARA's will NOT be granted for the Senior External Examinations):

Student Responsibilities

Inform school of illness / unexpected event



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



Return all reports to HOD in a timely manner

School Responsibilities

Review upcoming formative/summative assessment



Identify AARA required based on medical advice and subject requirements



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



Confirm arrangements with students, parent/caregiver and staff



Administer assessments and **enact** AARA