Senior Schooling

Applying for extensions & comparable (rescheduled) examinations.

DON'T FORGET

1. **AARA Applications must be submitted at a minimum of five (5) school days before the due date, unless adversely affected by an unexpected emergent event.**

2. **AARA forms can be accessed from the following locations:**

- **Administration Office**
  ↳ **Student pigeon holes next to Care Group folders.**

- **School website**
  ↳ **Visit our school website Senior Curriculum tab for a PDF version of the form.**

- **Student emails**
  ↳ **Check your student email for the AARA form from a member of the Senior Schooling Team.**

1 **Obtain & complete** an AARA (Access Arrangements and Reasonable Adjustments) Application Form <u>as soon as practical</u> for each assessment instrument.

2 **Attach** supporting evidence/documentation to application (e.g. medical certificate).

3 **Submit** (in-person or via email) AARA Application Form as soon as practical to the Curriculum Head of Department (HOD) (or via email to principal@proserpineshs.eq.edu.au) who will consult with Subject Teacher and Senior Schooling Deputy Principal.
Note: Curriculum HOD will pass AARA Application Form directly on to the Senior Schooling Deputy Principal.

4 **Check** emails for a decision on AARA Application. **Note:** Year 12s - QCAA Student Portal will also have AARA decision published here.

5 If requiring further support, please **contact** as soon as practical the Senior Schooling Deputy Principal in person or via email - sholc4@eq.edu.au

<u>IMPORTANT:</u> It is the responsibility of the student to ensure AARA is processed.

Local Spirit.
Universal Success.