



AARA Application Process for Students & Parents

Year 11 and 12

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COMPLETE THE AARA APPLICATION FORM
AARA Application Form



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GATHER MANDATORY SUPPORTING EVIDENCE
[QCAA Confidential Medical Form](#)
[QCAA Confidential Student Statement](#)
[QCAA School Statement IM External Exams Unit 3/4 Only](#)



3

GATHER ADDITIONAL SUPPORTING EVIDENCE
Where relevant, this can include funeral notices, police reports, specialist reports etc



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SUBMIT APPLICATION FORM
Submit the application form and supporting evidence via email to AARA@caloundrashs.eq.edu.au



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WHAT TO EXPECT AFTER YOUR SUBMISSION?
You will receive an email receipt confirming the submission. If you do not receive this within 48hrs, please follow up by calling the office 5436 8444.



ENDORSED SHORT TERM AARA

Example; Missed assessment due to unforeseen circumstances out of student control.

MISSED EXAMS

The Head of Department Senior School will contact you to organise a solution.

MISSED ASSIGNMENT

Respective Faculty Head of Department will contact you to discuss a solution.



ENDORSED LONG TERM AARA

Example; Long term challenges such as mental health, physical or cognitive impairments.

CONFIRMATION EMAIL

You will receive an email from our Guidance Officers detailing the endorsement, the approved adjustments and any expiry information that pertains to your AARA.

NON-ENDORSED AARAS



ADDITIONAL EVIDENCE REQUIRED

Guidance Officers may be in contact if the evidence you have provided does not meet the criteria for an AARA - they may ask for additional evidence.



UNABLE TO PROVIDE ADDITIONAL EVIDENCE?

The AARA application will not be endorsed and therefore, adjustments will not be implemented



APPEALS

Appeals can be made directly to DP_Senior_School@caloundrashs.eq.edu.au