



Illness and misadventure

As part of the Queensland Certificate of Education (QCE), Access arrangements and reasonable adjustments (AARA) may be approved for students whose ability to attend or participate in an assessment is adversely affected by unforeseen illness or an unexpected event.

When approving an AARA, the QCAA, school Principal or the Principal’s delegate must be:

- reasonably satisfied that the need for AARA exists, and
- able to use evidence to justify the decision.

AARA decisions are based on the current functional impact of the condition for the individual student and assessment instrument.

Students whose ability to attend or participate in an assessment is adversely affected by illness or an unexpected event, may be eligible if:

- the medical condition has an adverse impact on the completion of assessment
- the event is unforeseen and beyond the student’s control (eg death of a family member)
- it is not of the student’s own choosing or that of their parents/carers (eg family holiday, driving test)
- it has an adverse effect on the student’s ability to attend or participate in assessment (ie has a functional impact)

For full details and requirements as specified by the QCAA AARA policy, please refer to the QCAA website using this link:
<https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/6-aara/6.5-illness-misadventure>

Step One

Student Name <i>(First and last names required)</i>		Year level		Date of application	
---	--	-------------------	--	----------------------------	--

Step Two

Provide evidence as required by the QCAA at the time of submitting the application. Medical certificates must state how there is an adverse and functional impact on the completion of assessment. It is strongly recommended that the QCAA medical report be used. NB: If the school already has documentation, please comment below.

Evidence type	Categories relevant	Indicate evidence
Medical certificate <i>NB: Medical certificates stating ‘unfit for duty’ or similar are not sufficient</i>	Illness, surgery, social, emotional and mental health	<input type="checkbox"/>
QCAA confidential medical report	Illness, surgery, social, emotional and mental health	<input type="checkbox"/>
Statutory declaration, funeral notice, police report, subpoena etc	Bereavement, misadventure	<input type="checkbox"/>
QCAA student statement	Illness, social, emotional and mental health, bereavement, misadventure	<input type="checkbox"/>
Comments		

Step Three – Parent/carer and student application and acknowledgement

Complete the table below identifying the subject, assessment and due date for which AARA is sought, taking into account that an adverse impact must be evident and if an illness, serious enough to impair a student from completing assessment.

AARA application per subject				
Subject	Teacher	Assessment name	Assessment type (eg project, assignment, exam etc)	Due Date
Outline the impact of the illness or misadventure on the completion of assessment. * This is required.				

I acknowledge that while I support an AARA application, it does not guarantee the AARA will be approved, by QCAA or school.

Parent/carer signature:		Date:	
Student signature:		Date:	

Step Four – HOD Review

Faculty HODs will review the application and evidence as it applies to specific subjects and will either approve or not approve the AARA and discuss with your teacher. If not approved, the faculty HOD will discuss the reason/s with your parent/carer.

Review and approval				
Subject	HOD	Approved	Reasons	Revised due date
		Yes/No		
		Yes/No		
		Yes/No		
		Yes/No		
		Yes/No		
		Yes/No		

Step Five – return completed form to Senior Student Services. If Year 12, a formal application for AARA will be submitted to the QCAA and evidence retained on file.

QCAA AARA application completed <input type="checkbox"/>	Comparable assessment instrument compiled <input type="checkbox"/>	Student Management updated and/or certification unit informed <input type="checkbox"/>
--	--	--