



Year 12 AARA - Request for adjustment to Assessment

To be arranged with the HOD - Faculty at least one week prior to submission.

Part A			To be completed by the student		
Student _____		Year _____			
Subject _____		Teacher _____			
1	Extension to timeline for upcoming assessment from HOD and class Teacher				
2	Extension to timeline for upcoming examination being sought from HOD and class teacher				
3	Medical Condition necessitating special consideration to assessment being sought from HOD and class teacher				
4	Request for Exemption for Assessment (Bereavement, Long Term Medical)				
To be completed by student/case manager					
SUBJECT & ASSESSMENT*		TEACHER		DUE DATE	
<small>*e.g. English / Written assignment / IA2</small>					
Reason (Attach Evidence)					
Student is making the request to vary the condition because:					

Relevant documentation has been attached - Yes/No					
Declaration: In applying for this variation, I assure that I am not seeking an unfair advantage over other students in this course.					
Student Name _____		Parent Name _____			
Student's Signature _____		Parent's Signature _____			



Part B**To be completed by Head of Department****Extension Approval****REASON FOR REQUEST (to be elaborated on in other documentation)**

Cognitive <input type="checkbox"/>	Physical <input type="checkbox"/>	Sensory <input type="checkbox"/>	Socio-Emotional <input type="checkbox"/>
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*Timeframe: Short term / Ongoing / Permanent

DOCUMENTATION SUPPLIED:

QCAA Medical Report

QCAA School Statement

QCAA Student Statement

Medical Certificate

Other Practitioner Letter

To be completed by Head of Department (HOD)

SUBJECT & ASSESSMENT*	REVISED DUE DATE/S	HOD NAME	HOD SIGNATURE

Reason if not granted _____

NOTE THIS FORM MUST BE ATTACHED TO THE ASSIGNMENT WHEN IT IS SUBMITTED.**OFFICE USE ONLY**

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|---|--|
| <input type="checkbox"/> All relevant sections completed/signed
<input type="checkbox"/> Supporting documentation received
<input type="checkbox"/> Student / HOD / Teacher / Parents / DP advised of outcome of AARA application | <input type="checkbox"/> OneSchool record entered / updated
<input type="checkbox"/> ID Attend updated
<input type="checkbox"/> Application filed in student file in Admin |
|---|--|