

AARA Application Process for Students & Parents

Baringa State Secondary College

Year 11 and 12




- 1 COMPLETE THE AARA APPLICATION FORM**
[AARA Application Form](#)
Discuss your case with DP/ HOD SS/ GO

- 2 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, medical certificates, police reports and specialists reports etc


- 4 SUBMIT APPLICATION FORM**
Submit the application form and supporting evidence via email SeniorSchool@baringassc.eq.edu.au

- 5 WHAT TO EXPECT AFTER 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 5293 4333.


 **ENDORSED SHORT TERM & MISADVENTURE/ILLNESS AARA**
Example: Missed assessment due to unforeseen circumstances out of student control eg. hospitalisation.


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


MISSED ASSIGNMENT
Respective Faculty Head of Department will contact 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 HOSES or Guidance Officer detailing the endorsement, the approved adjustments and any expiry information that pertains to your AARA.

NON-ENDORSED AARAS

 **ADDITIONAL EVIDENCE REQUIRED**
HOSES/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, adjustment will not be implemented.



APPEALS

Appeals can be made directly to SeniorSchool@baringassc.eq.edu.au