

# Tully State High School

Bruce Highway, Tully  
P O Box 240, Tully. Q. 4854

Richard Graham - Principal  
Phone: (07) 4068 4555  
Fax: (07) 4068 4500  
info@tullyshs.eq.edu.au



19th November 2019

## RE: Adjustments and Illness Approvals for Assessments for Students in Year 11 & Year 12

Dear Parent/ Guardian

As a result of the introduction of the new Senior Assessment and Tertiary Entrance (SATE) system in 2019, you and your child need to be fully aware of major changes to the way **adjustments, extensions or exemptions and non-submissions to assessment** for students will be provided.

In previous years **adjustments, extensions or exemptions and non-submissions to assessment** was handled only by the school. Supporting documentation was provided to the Principal who ensured this documentation satisfied an approval to change the assessment requirement. With the implementation of the new SATE system this requirement has now changed.

In the new SATE system a student who is eligible must apply for **access arrangements and reasonable adjustments (AARAs) determined by the Queensland Curriculum and Assessment Authority (QCAA)**. These are an action or actions for a student to be able to access assessment without barrier/s inhibiting their ability to demonstrate their learning whilst ensuring no student receives an unfair advantage.

Tully State High School uses the guidelines provided by the QCAA for AARAs in the QCE and QCIA Policy and Procedures Handbook to make appropriate decisions about assessment conditions for subjects. When considering an application for an AARA, Tully State High School will ensure that all students can access assessment to demonstrate their learning.

Students **will not be eligible for AARA** on the following grounds:

- unfamiliarity with the English language
- teacher absence or other teacher-related difficulties
- matters that the student could have avoided (e.g. missing an exam) or
- matters of the student's or parent's/carer's own choosing (e.g. family holidays)

When a student is unable to attend school on the day an assessment is due whether it may be illness or misadventure or if an adjustment is required due to a documented disability, there are strict requirements on what is acceptable to ensure students are not receiving an unfair advantage. Due to time constraints the Deputy Principal-Senior Schooling needs to be informed at the earliest possible time to ensure that any application submitted to the QCAA meets the requirements in terms of timeliness.

Applications for a pre-approved AARA at Tully State High School needs to follow the following process:

1. The Deputy Principal-Senior School is made aware of the possible request for an AARA from either a member of staff, the parent/s or the student.
2. A meeting is held between the Deputy Principal-Senior School, the parent/s and the student to discuss the options available under the AARA process. This meeting will also include the supporting documentation requirements that will need to be collated and sent to the QCAA by both school and parent/s.
3. The Deputy Principal-Senior School submits the compiled application to QCAA for authorisation.
4. When informed of the outcome, the Deputy Principal-Senior School will inform all relevant parties about the outcome and the process to be put in place regarding the approved AARA.

**As well as the above process please be aware that:**

**In the case of assessment tasks that have been assigned to the student for a specific length of time prior to the day of completion (e.g. assignments, reports, folio's, etc.) the student needs to:**

- submit via email or hand in what work has been completed on the assessment for the teacher to access. This submission must be made on the same day that the assessment was due. No extensions can be granted.

If the student is unable to submit the required assessment on the day required, the teacher will utilise any form of evidence or work the student may have submitted prior (e.g. a draft piece) to determine a grade.

**In the case of assessment tasks that need to be completed on the specific day (e.g. examinations, oral presentations, etc.) and the student is absent due to unforeseen circumstances the student/parent needs to:**

- Inform the Deputy Principal-Senior School as soon as practical, preferably before the commencement of the assessment task
- Complete an *Application for an Extension* form available on the schools website at <https://tullyshs.eq.edu.au/Curriculum/Seniorsecondary/Pages/Seniorsecondary.aspx>
- Provide **suitable supporting documentation (see below)** relevant to the absence from the assessment task
- Complete a comparable assessment at the next available opportunity as deemed appropriate by the Deputy Principal-Senior School.

#### **Supporting Documentation:**

To make an informed decision about an illness and misadventure application, the school and QCAA requires a report that includes the following details:

- the illness, condition or event (including details of a diagnosis, where applicable)
- date of diagnosis, onset or occurrence
- symptoms, treatment or course of action related to the condition or event
- explanation of the probable effect of the illness, condition or event on the student's participation in the assessment
- for non-medical claims, written evidence from a relevant independent professional or other independent third party, such as a witness or police report.

Further information regarding these processes are available on the TSHS website and the QCAA's website. Please take the time to discuss with your child these very important processes and the information that is being shared.

If you have any concerns, please do not hesitate to contact me via email.

Yours sincerely



Mark McLoughlin  
Deputy Principal - Senior Schooling



Robyn Sloan-Orlandi  
Head of Department - Senior School