EA session AARA details

External Assessment

Introduction

The **AARA** tab displays a summary list of students with approved AARA that need to be implemented for each external assessment (EA) session. This information is from the AARA application in the QCAA Portal and cannot be modified. If you require further information about AARA decisions for individual students, contact the AARA Unit on 1300 381 575 or email aara@qcaa.qld.edu.au.
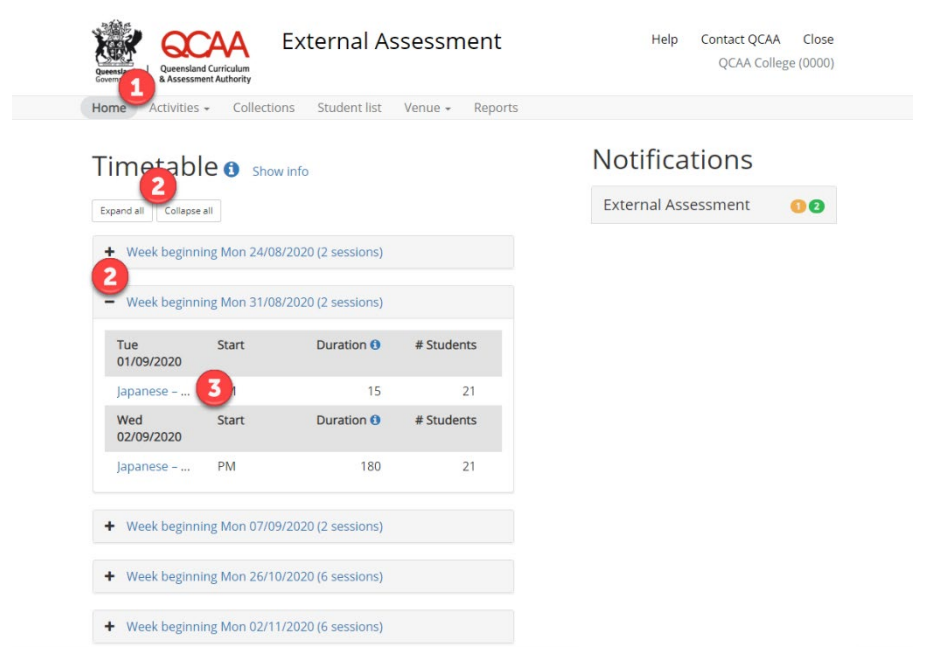
This quick step demonstrates how to:

- access EA session AARA details, p. 2

- access more information, p. 4.

Users granted access to this functionality are:

- EA Coordinator

- Assistant EA Coordinator.

Access EA session AARA details

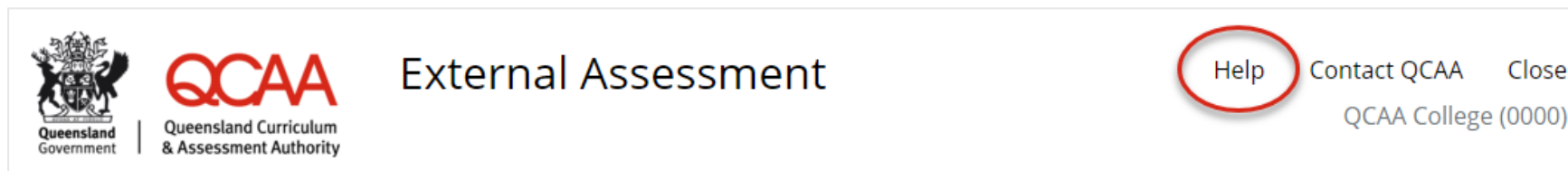| Step	Screen
Log in to the QCAA Portal and click the External Assessment application tile. **1** Select **Home**. **Note:** This view displays information derived from the annual official *External assessment timetable.* **2** Click the **Expand all** button or the **+ expand** icon to expand. **Note:** Click the **Collapse all** button or the **− collapse** icon to close. **3** Click the required subject link to view further information, including the EA session AARA details.	

Step	Screen

Step

4 Select **AARA** tab.

5 Click the arrows to sort table of results or type into search field to narrow results displayed.

A View AARA required for specific students to be implemented in this external assessment session.

6 Click the **Export** button to download a .csv report of the session AARA details.
The file will be delivered to your machine.
- Locate the file in your file system.
- If you cannot find it, check your browser settings to see where downloads are saved.
- Open the file.

Screen

Home / Japanese

Japanese

Session details   Tue 01/09/2020 AM

Resources   Attendance roll   Document return   **AARA**

AARA

Hide instructions

ℹ AARA instructions
1. A summary list of students with approved AARA is shown below for the selected session.
2. All details are sourced from the AARA application in the QCAA Portal and cannot be modified.
3. Filter and sort as desired to view AARA by **student** or **type**; or **Export** a list.
4. If you require further information about AARA decisions for individual students, contact the AARA Unit on 1300 381 575 or email aara@qcaa.qld.edu.au.

View   Total results: **2**   Export

20 per page

LUI ⇕	Student name ⇕	Arrangement ⇕	Extra info ⇕	
				Clear filters
0000000007	Samuel Sparrow	Extra time	5 extra minutes per half hour	
0000000007	Samuel Sparrow	Physical equipment and environment	Lighting	

📄 aara_details_20200....csv ∧   Show all   ⟩

More information

For more information, refer to the following quick steps:

- Logging in to the QCAA Portal
- My Details
- Venue timetable
- Resources for assessment
- Attendance roll

- Student details, AARA and timetable
- Venue details, contacts and delivery signatories
- Acknowledge timetable clash resolution
- Variation to venue
- Incident record.

Quick steps can be accessed via the **Help** link on the top right-hand side of your screen and are application-specific.

If your questions are not answered in one of the listed quick steps, contact the Assessment Operations Unit on 1300 239 227 or email externalassessment@qcaa.qld.edu.au.