



## Documentation Review Checklist

### Regional Assessment and Resource Centre (RARC)

Queen's University - Mackintosh-Corry Hall, Room B100  
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Please complete and submit the following documents via SecureDocs.

Go to [www.securedocs.ca](http://www.securedocs.ca) and register for a free account to send to [rarc@queensu.ca](mailto:rarc@queensu.ca)

#### **Required Documents:**

**RARC Questionnaire**

Includes:

- Handwritten Short Story
- Retrospective Checklist

**Supporting Documents**

Includes:

- Elementary School Year-End Report Cards from JK to Gr 8
- High School Semester-End Report Cards from Gr 9 to Gr 12
- High School Transcript

*If Applicable:*

- Most recent unofficial / official post-secondary transcript from current and/or previous programs
- Most recent IEP
- Previous assessment report(s)

#### **School Records:**

If you have graduated high school in Ontario within the last 5 years, all elementary and high school records can be obtained through your high school, as your files are retained in an Ontario School Record (OSR) for 5 years after you graduate. You can access these records at any time within that timeframe. If you require support in obtaining these records, please email [rarc@queensu.ca](mailto:rarc@queensu.ca).

If you graduated more than 5 years ago, or outside of Ontario, please provide any available report cards you may have. Your High School Transcript is mandatory for submission and can be accessed by contacting the school board that your high school belongs to.



# RARC-Q

## Screening Questionnaire

REVISED SEPTEMBER 2022

### Queen's University

Regional Assessment and Resource Centre (RARC)

and

Mobile Assessment Team (MAT)

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 **Mackintosh-Corry Hall, Room B100**  
**68 University Avenue**  
**Kingston, ON K7L 3N6**

## **Overview:**

- The RARC-Q is intended to provide the psychologists at the Regional Assessment and Resource Centre (RARC) and Mobile Assessment Team (MAT) with information prior to your initial interview and will be used to decide whether a formal psychoeducational assessment is appropriate.
- All information you provide is strictly confidential and no one outside the RARC/MAT team will have access to it without your knowledge and written consent.
- Please make every attempt to obtain the documentation that is requested throughout the questionnaire.
- Questions in the RARC-Q will fall within the following categories:
  - Background Information
  - Current Academic Program
  - Educational History
  - Medical History
  - Family History
  - Social Functioning
  - Career Goals
  - Non-Academic Strengths

## **Answering the RARC-Q:**

- It is important to provide the information requested in as much detail as possible, and to answer every question.
- If you have trouble with any of the questions, or wonder about the purpose of a specific question, please discuss these concerns during the initial interview.
- Your initial appointment will not be scheduled until this form is returned.

## **Assessment Process:**

- Involves tests of intellectual and thinking skills, academic abilities, memory, perceptual skills, and any other tests deemed appropriate.
- Typically takes approximately 8 hours spread over a series of testing sessions, each lasting between 2 and/or 3 hours.

## BACKGROUND INFORMATION

Name: \_\_\_\_\_

Preferred Pronouns: \_\_\_\_\_

Student Number (College/University): \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Full Local Address  
(city/province and postal code included): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

- |    |   |     |    |        |
|----|---|-----|----|--------|
| 1. | Are you OSAP eligible?  | Yes | No | Unsure |
| 2. | Have you met with Student Accessibility Services at your college/university?        | Yes | No | Unsure |
| 3. | Have you ever received accommodations (special arrangements) at school in the past? | Yes | No | Unsure |
| 4. | Have you ever been assessed previously?   | Yes | No | Unsure |
| 5. | a) What are the academic challenges you experience?                                 |     |    |        |

b) What accommodations/assistance do you think you need in order to succeed?

c) What do you hope to get from this assessment?

## CURRENT ACADEMIC PROGRAM

Please attach the most recent copy of your college or university transcript. \*

Is this summary attached?

Yes

No

If no, what attempts have been made to obtain your transcript?

*\*Your transcript is a cumulative record of all courses taken to date and is available at the end of each semester.*

6. a) What college/university are you or will you be attending? \_\_\_\_\_

b) What is or will be your program of study (e.g. Biology, Business)? \_\_\_\_\_

c) What is or will be the length of program? (e.g. 4 years) \_\_\_\_\_

7. Number of courses you have completed in your program to date at this college/university? \_\_\_\_\_

8. Are you currently receiving academic accommodations? Yes No

If yes, what are they? Please select all that apply below:

	Extra time for tests/exams; How much extra time?		Note Taker
	Separate room for tests/exams		Scribe
	Memory Aid/Formula sheets		Reduced course load
	Use of adaptive technology (Kurzweil, Dragon, etc.)		Other (Please Specify):

9. For those courses in which you received a low or falling grade, what do you believe were contributing factors? Please select all that apply below:

	Lack of background knowledge in the subject		Professors teaching style
	Difficulty understanding abstract or conceptual material		Difficulty taking exams (e.g. anxiety, not enough time)
	Lack of studying and/or poor time management		Not attending class
	Too much emphasis on memorization of details (names, definitions, etc.)		Other (Please Specify):

10. Are you in danger of being asked to withdraw at the present time? Yes No

If yes, please explain:

## EDUCATIONAL HISTORY

11. Were you previously enrolled in another post-secondary program? Yes  No

If yes, what school did you attend, and what program were you enrolled in?

Did you complete this program? Yes  No

<p><b>Please attach the <u>most recent</u> copy of your previous college or university transcript. *</b></p> <p><b>Is this summary attached?</b></p> <p style="padding-left: 40px;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If no, what attempts have been made to obtain your transcript?</b></p> <hr style="border: 0.5px solid black;"/> <p><i>*Your transcript is a cumulative record of all courses taken to date and is available at the end of each semester.</i></p>
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12. Did you receive any accommodations at this other school? Yes  No

If yes, what were they? Please select all that apply below:

	Extra time for tests/exams; How much extra time?		Note Taker
	Separate room for tests/exams		Scribe
	Memory Aid/Formula sheets		Reduced course load
	Use of adaptive technology (Kurzweil, Dragon, etc.)		Other (Please Specify):

## High School Education

Please attach a copy of your High School Transcript\*, copies of your semester-end report cards (Grades 9-12) where available\*\*, and if applicable, your most recent IEP.

Have you attached your High School Transcript?

Yes                      No

Have you attached your semester-end report cards (Grades 9-12), and if applicable, your most recent IEP?

Yes                      No

If no, what attempts have you made to obtain your transcript/ report cards?

*\*Your High School Transcript is the cumulative record of your successful completion of secondary school courses. It lists all the courses taken and the grade received. See the appendix for information on how to obtain your High School Transcript. \*\*Although only semester-end report cards are required, individual report cards per term may be helpful with individualized teacher comments.*

13. How many high schools did you attend? \_\_\_\_\_

Please list the name(s) and include dates for each high school you attended below:

1. Name of High School: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

2. Name of High School: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

3. Name of High School: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

What was the last grade you completed in high school (i.e. Grade 12)? \_\_\_\_\_

Did you take any workplace/essential level or locally developed courses?                      Yes                      No                      Unsure

14. Did you retake any of your courses in an attempt to raise your marks for college or university admission?                      Yes                      No

If yes, please give subject names, marks received on first and subsequent attempts and other relevant information:



15. Throughout high school, were you given an opportunity to retake tests or rewrite essays in an effort to increase your marks? Yes No

If yes, please discuss below:

16. What subjects were easiest for you in high school? What grade did you get in these subjects?

To what do you attribute the success? Please select all that apply:

	High interest in the subject		Supportive teacher
	Good background knowledge in the subject		Parents helped me with assignments
	Hard work/ good study habits		Small class size
	Few assignments		Few tests/exams
	Other (please specify):		

17. What subjects were the most difficult for you in high school? What grade did you get in these subjects?

To what do you attribute these difficulties? Please select all that apply below:

	Little interest in the subject		Teacher's teaching style did not match my learning style
	Weak background knowledge in the subject		Difficulty getting exams done in given time
	Lack of studying/poor study habits		A lot of reading/memorizing
	Lots of assignments		Lots of tests/exams
	Other (please specify):		

18. Did you receive any accommodations/support in high school because of learning difficulties? Yes No

If yes, what accommodations/ support did you receive? Please select all that apply below:

	Extra time for tests/exams; How much extra time?		Note Taker
	Separate rooms for tests/exams		Scribe
	Memory Aid/Formula sheets		Reduced course load
	Use of adaptive technology (Kurzweil, Dragon, etc.)		Other (please specify):

**Elementary School Education**

<p>Please attach copies of your <u>year-end</u> report cards* from Grades JK to 8, and the last elementary IEP received, if applicable.</p> <p>Have you attached your <u>year-end</u> report cards (Grades JK to 8)?</p> <p>Yes No</p> <p>If applicable, have you attached a copy of your IEP?</p> <p>Yes No</p> <p>If no, what attempts have you made to obtain your transcript/ report cards?</p> <hr/> <p><i>*See the appendix for information on how to obtain your report cards.</i></p>
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When completing this section, you will find it helpful to talk to family members and refer to your previous report cards. As it is very important that we obtain accurate information regarding past academic difficulties as a young child, we strongly encourage you to discuss these questions with family members or someone who knew you well as a child.

19. Did you discuss the questions in this section with a family member? Yes No

If not, please explain why below:

20. What difficulties did you experience in elementary school? Please select all that apply below:

	Trouble learning to read		Trouble sitting still in class
	Trouble learning arithmetic		Trouble expressing self verbally (speaking)
	Trouble learning how to spell		Trouble getting seat-work done
	Trouble paying attention		Other (please specify):

21. How many elementary schools did you attend before grade 9? \_\_\_\_\_

22. What comments did teachers make *frequently* about you? Be specific. Consider both academic and behavioural comments (positive and/or negative).

23. Did you receive extra help while in elementary school? Yes No

If yes, select all that apply below for any formal help that was provided:

	Reading recovery/small group reading help		Special school for kids with learning differences
	Special class for students with learning differences		After school tutoring
	Modified coursework (did not have to work at the same grade level as rest of class)		Educational Assistant (EA) assigned to help in class
	Adaptive technology assistance (e.g. speech to text, text to speech, type vs handwrite)		Other (please specify):

24. Have you ever repeated a grade? Yes No

If yes, please provide details below:

25. Have you ever had any “special testing” done because of learning/attention difficulties? Yes No

If yes, what kind of testing was done, and by whom?

	Occupational Therapist Testing:		Psychologist Testing:
	Speech and Language Therapist Testing:		Other (please specify):

Do you have any reports from this testing? Yes No

If yes, please attach these reports.

Are these reports attached? Yes No

26. Have you ever been diagnosed with a neurodevelopmental or psychological condition/disorder (ADHD, ASD, Learning Disability, etc.)? Yes No

If yes, what were you told, and by whom (please provide dates/details)?

Do you have any reports from this testing? Yes No

If yes, please attach these reports.

Are these reports attached? Yes No

27. Have you ever been prescribed medication for an attention deficit disorder (e.g. Ritalin)? Yes No

If yes, please provide the name of the medication, as well as the dates and duration of use below:

- Did the medication help with attention and concentration? Yes No

What significant side effects did you have (e.g. loss of appetite, sleep disturbances)?

## MEDICAL HISTORY

When completing this section, you will find it helpful to talk to family members and refer to your previous medical history. As it is very important that we obtain accurate information regarding past medical history as a young child, we strongly encourage you to discuss these questions with family members or someone who knew you well as a child.

28. Are you right or left-handed? Right Left
29. To the best of your knowledge, did your mother experience any problems during her pregnancy with you (e.g. accident, illness)? Yes No

If yes, please explain below:

30. What did you weigh at birth? \_\_\_\_\_

31. Did you meet developmental milestones (e.g. learning to crawl/walk/talk) at the usual times? Yes No

If no, please give specific details below:

32. As a child, did you ever experience anything other than the normal childhood illnesses (e.g. did you ever have seizures, very high fever for a long time, polio, etc.)? Yes No

If yes, please give details below:

33. Have you ever had a head injury where you hit your head and lost consciousness? Yes No

If yes, when and how?

34. a) Did you have many ear infections as a child? Yes No

b) Did you have tubes inserted into your ears? Yes No

35. Please list any medical conditions you currently have below:

36. If you are taking medication(s), please give the names, dosage, and reason for taking them below:

37. Currently, or in the past, have you had problems with the following:

	Hearing		Migraines
	Vision		Drug Abuse
	Sleep		Alcohol Abuse

If yes, please describe below:

38. Have you ever experienced emotional or psychological difficulties (e.g. depression, anxiety)?      Yes      No

If yes, please explain below:

Did you receive any treatment?      Yes      No

If yes, please explain below:

39. Are you having any difficulties with stress, anxiety, depression, or other problems now? Yes No

If yes, please explain below:

## FAMILY HISTORY

40. What language is spoken at home? 1<sup>st</sup> \_\_\_\_\_  
2<sup>nd</sup> \_\_\_\_\_

41. What country were you born in? \_\_\_\_\_

If you were born outside of Canada, at which age did you move to Canada? \_\_\_\_\_

What effect did this have on your learning (if any)?

**Please note: For questions #42-45, we are looking for information regarding your known, biological (blood related) family. If you are adopted/ do not know your biological family, please indicate this on the form below.**

42. Biological parents' occupation: Mother: \_\_\_\_\_  
Father: \_\_\_\_\_

43. Biological parents' education: Mother: \_\_\_\_\_  
Father: \_\_\_\_\_

44. Do you have any biological siblings? Yes No Unsure



If yes, please indicate their age, and highest level of education below:

- |     |   |     |    |        |
|-----|---|-----|----|--------|
| 45. | Has anyone in your biological family been diagnosed with a neurodevelopmental or psychological condition/disorder (ADHD, ASD, Learning Disability, etc.)? | Yes | No | Unsure |
|-----|---|-----|----|--------|

If yes, who was diagnosed, and with what condition/disorder?

46. How would you describe growing up in your family?

47. What are your relationships like with your family currently?

## SOCIAL FUNCTIONING

48. Do you find it easy to make friends? Yes  No
49. Do you find it easy to keep friends? Yes  No
50. Do you have people you can count on if you need help or assistance? Yes  No
51. Who do you currently live with?

	Parents		Partner / Spouse
	Friends		Residence
	Other (please specify):		

## CAREER GOALS

52. Are you currently employed? Yes  No

If yes, please describe your job, including the number of hours you work per week:

53. Please list any other jobs you have had in the past, and how long you were employed for:

54. What is your career goal?

55. How committed are you to this career?:

	Somewhat		Quite		Extremely
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56. What are your alternate career goals, if any?

## NON-ACADEMIC STRENGTHS

Please discuss / list your non-academic strengths (e.g. social skills, sports, musical talent, artistic ability, etc.)

Please write a short story of at least one page on the topic of your choice. You may write about anything you wish (e.g. plans for the weekend, a memory, your favourite game), but you must **write it by hand**.

*Note: If you are completing this questionnaire on the computer, you can write the short story on any blank piece of paper, and submit it separately as a scanned document, or picture.*

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## Retrospective Checklist

**NOTE: Parent or other *adult* who knew you as a child must complete this**

Person who completed this form:                      Mother                      Father                      Other (please specify):

Please rate the following statements concerning your child with respect to him/her/them between ages 5-12.

<b>0 = never</b> <b>1 = very rarely (once or twice a year)</b> <b>2 = occasionally (once a month)</b>	<b>3 = often (once a week)</b> <b>4 = almost always (more than once a week)</b> <b>5 = daily</b>
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<b>Behaviours to be rated</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Failed to give close attention to details						
Made careless errors/mistakes in schoolwork, work or other activities						
Had difficulty sustaining attention to work related task						
Had difficulty sustaining attention to play activities						
Did not seem to listen to what was being said to him/her						
Did not follow through on instructions (e.g. was told to complete a task, but got sidetracked and forgot what he/she was to do)						
Daydreamed, spent time thinking his/her own thoughts						
Failed to finish schoolwork, chores or duties in the home (not because he/she was being deliberately stubborn or oppositional)						
Avoided or strongly disliked tasks (such as schoolwork or homework) that required sustained mental effort						
Lost items necessary for required tasks (such as schoolwork or homework) that required sustained mental effort						
Easily distracted from a task by external events, sounds, sights						
Forgetful in daily activities (e.g. forgot mittens or boots at school, forgot to wear mittens to school)						
Fidgety and restless (hands or feet or squirmed)						
Left seat (classroom, dinner table, etc.) where remaining seated was expected						
Ran about or climbed excessively in situations where it was inappropriate (e.g. church, shopping centre, grandparents' house)						
Complained of feeling very restless and unhappy with having to sit still						
Had difficulty playing quietly or engaging in quiet leisure activities						
Talked excessively						
Acted as if driven by a motor; could not remain still						
Interrupted conversations or would intrude on the conversations of others						
Blurted out answers to questions before the question was finished						
Had difficulty taking turns and waiting						
Was abused or victimized						

## APPENDIX

### Obtaining Documentation/ Student Records

#### **Report Cards / High School Transcript / OSR**

Your parents may have kept these documents in a safe place. If you are not able to obtain them from your family, it may be possible to obtain copies from your **Ontario Student Record (OSR)** (see below).

If you did not attend high school in Ontario, please make every effort to connect with your high school to obtain any documentation possible.

#### What is the Ontario Student Record (OSR)?

The OSR is the ongoing, confidential record of a student's educational progress through schools in Ontario. The collection of this information is authorized by the Education Act and the Freedom of Information and Privacy Act. An OSR is established for each student who enrolls in an elementary or secondary school that is operated by a public or separate school board in Ontario. School boards are responsible for ensuring compliance with the Ministry of Education and Training policies regarding OSR.

#### Where is the OSR kept?

A student's OSR is filed in the office of the last school they attended in Ontario (typically, the student's graduating high school). Report cards and other documentation from both elementary school and high school are retained in the OSR for 5 years after the student has graduated/ceases to be enrolled.

#### Who has access to the OSR?

All adult students (and the parents of students under the age of 18) have the right to examine the OSR, and to receive a copy of its contents if they desire.

#### What does the OSR contain?

An OSR consists of the following information:

- Elementary School / High School Report Cards
- A documentation file, if required, which might include such material as an educational or psychoeducational assessment report
- The Ontario Student Transcript, which is the cumulative record of a student's successful completion of secondary school courses
- Any additional information considered relevant for the improvement of instruction of the student

If any part of the documentation/file has been removed from the OSR, and stored in another location, the Principal must direct the parent or adult student requesting the report to the originator. In the case of a psychoeducational assessment report, it may be stored at the Psychological Services Department within that school board.

#### *Unofficial Summary of Academic Record (Post-Secondary Transcript)*

A copy of your Academic Record can be obtained from the Records Office at your institution. If you have not yet completed your first semester, you can obtain an unofficial summary of your Academic Record.