**AA Information Leaflet: Example 2**

**Background**

These excerpts from a seven-page document (a front page with the school logo and title, and six pages of text) provide a full explanation of the assessment arrangement (AA) process in this school. The subheadings in the whole document are:

1. What is an assessment arrangement?

2. Who is entitled to an AA?

3. How does the school put AA in place for the SQA Exams? (This lists the roles and responsibilities of different staff members)

4. When does school do this work?

5. What are the rules that the SQA has about assessment arrangements?

6. Other possible adaptations

**Good practice**

* This leaflet provides clearly explained, detailed information for the parent/carer and gives examples to illustrate some of the points the school is making.
* They have used a mixture of SQA phrases and their own wording.
* It the footer, it includes a named person and a date and version number, so everyone reading it will know that it is the current version and who to contact if they have any queries.

**How could you personalise this for your centre?**

* What other sections/information/examples might you include?

***Please note: the use of this resource is not a mandatory SQA requirement.*** *It is provided here for your information only, as an example of the way one centre implements their AA policy or procedures. If you would like to use this resource, please feel free to adapt it in any way that suits your centre*

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