**AA Information Leaflet: Example 1**

**Background**

This two-sided A4 leaflet explains the AA process to parents in a well-presented and informative document. On the reverse side of the leaflet, they also provided the following information in the three panels: 1 school name, logo and title of the document; 2 a list of some of the possible assessment arrangements; 3 information about individual needs changing over time, equality for all learners and integrity of the assessment; balancing the need for support with promoting independence for each learner. The school told us that in the first year they used it, when it was sent out along with the Pupil Agreement Form, it led to an improved return rate for the form and fewer parental enquiries.

**Good practice**

* The information is presented in easy-to-understand language and uses images to make it more informal.
* They have kept the information brief, using a mixture of phrases directly from SQA documents and explanations in their own words.
* It emphasises the needs-led and evidence-based nature of AA, with the emphasis on the individual pupil.

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

* Would you re-phrase any of the statements?
* What other information 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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