**Procedure for EAA**

**Timeline of EAA:**

**Sep**: Nov resits/historic EAA **Oct**: updating A1s/historic EAA from **Jan**: new A1s

 FAP1 FAP2/3 FAP 3/4

Teacher or student makes a referral

Student is contacted by IL via text/email

Assessment booked on spreadsheet

(if urgent see Jane)

**ALL** teachers to complete the 5 conditions form

If referral is for

* reading speed/processing: complete the Lucid Exact
* dyslexia: complete the LADS

**EAA:** Exam Access Arrangements **HoN**: History of Need **NWW**: Normal Way of Working

**DPN**: Data Protection Notice **AAO**: Access Arrangements Online

Coloured (according to year) file created by Specialist Assessor, to include:

* 5 conditions forms from ALL teachers
* DPN: signed and dated
* Medical evidence (if applicable)
* All marked/scored IL assessments
* Form 8: completed and signed (in 2 places)

All evidence to be scanned and saved in student’s electronic IL folder

Specialist Assessor to:

* complete the exam checklist and email to exams
* add student’s EAA to the exam spreadsheet
* add EAA detail to UnitE; which will update Staff Advantage: IL flag ticked, details of needs and strategies to use
* add IL ‘assessment’ log
* add ‘student update’, ‘student info-IL’ comment; making staff aware of the EAA, HoN and expected NWW
* ensure AAO is logged and saved to student file