



## SPECIAL EDUCATIONAL NEEDS ASSESSMENT UNITS ORDERING INSTRUCTIONS

Unfortunately Special Educational Needs Assessment Units *cannot* be ordered online. A hardcopy of each of the Order Forms can either be printed from the internet, or requested from the Assessment Administration Team on the number below and completed manually.

These forms should be used in conjunction with the Special Educational Needs Assessment Units catalogue (issued 1997).

Schools are reminded of the entitlement of **4 Assessment Units per candidate per subject**. Please do not exceed this entitlement as all orders are checked and verified.

### Ordering process:

1. Print out / request the Order Forms  
To print a hard copy of the order forms go to **[www.ccea.org.uk](http://www.ccea.org.uk)**  
Follow these links:  
**Curriculum / Key Stage 1 & 2 / Order AU's / SEN**
2. Select the appropriate quantity of Assessment Units you require ensuring both Pupil Booklets / Pupil Activity Sheets and Teacher Notes are ordered
3. For your own reference a copy of your order should be kept
4. All orders should be returned via post or fax to:

Assessment Administration Team  
CCEA  
29 Clarendon Road  
Clarendon Dock  
Belfast  
BT1 3BG

Tel : (028) 9026 1405  
Fax : (028) 9026 1288  
Email: [auorders@ccea.org.uk](mailto:auorders@ccea.org.uk)