

CENTRE ASSESSOR QUALIFICATIONS PROCESS

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Headteacher – Exams

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Officer

**Date
Approved:** January 2026

**Next Review
Date:** January 2027

"EVERYONE EXCELS EVERYDAY"

The centre's Specialist Assessor is appointed at by the Head of Centre with the assistance of the SENDCO. The Specialist Assessor is appropriately qualified as required by JCQ regulations in Access Requirements.

The Head of Centre checks that the Specialist Assessor's qualifications meet the JCQ required levels and signs Form 8A accordingly. Copy certificates are obtained from the assessor and are held on file alongside Form 8A with the Exams Officer, ready for inspection. This process is carried out prior to the assessor undertaking any assessment of a candidate, and the SENDCO monitors and ensures the assessment process is correctly carried out. The appointment of the assessor is recorded on the JCQ Access Arrangements Online portal.

The academy's Specialist Assessor is **Simon White**, who holds a certificate from **The British Psychological Society (2017), Test User: Educational, Ability/Attainment** and attended a refresher course with **Real Training for Access Arrangement Update 2020** in January 2021.

Guidelines for the assessment of the candidate's learning difficulties by an assessor are followed and Form 8 is completed. The Specialist Assessor will personally conduct the assessments and will carry out tests which are relevant to support the application and will not sign off assessments carried out by another professional. Prior to the candidate's assessment, the centre and SENDCO will develop background information to evidence that a picture of need has been painted and confirm normal way of working.

Access applications are then processed by the Exams Officer in conjunction with the SENDCO via Access Arrangements Online (AAO), which is accessed within the JCQ Centre Admin Portal (CAP). Once approved, these arrangements are then applied to both internal and external examinations. A single application for approval is required for each candidate, regardless of the awarding body used. Applications are processed as soon as the learning difficulties are identified and in advance of the published deadlines for each examination season.