

Saint Michael's CE High School

A Church of England Academy



Therefore, choose

**Process to check the qualifications of the
centre's assessor and that the correct procedures
are followed**

This process is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
E C Lever/J L Jenks	
Date of next review	September 2023

A copy of all assessors' qualifications (both internal and external assessors) will be submitted to the head of centre prior to them assessing any candidates to determine eligibility for Access Arrangements. External assessors must present evidence of their qualifications at the point of engagement/employment.

Assessors must have successfully completed a post graduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment which must include training on all items listed in 7.4 of JCQ Access Arrangements and Reasonable Adjustments. The names of such assessors will be entered into the Centre Admin Portal (Access Arrangements Online) to confirm their status.

Assessors may also be persons known to the centre who hold a current SpLD Assessment Practising Certificate as awarded by BDA, the Dyslexia Guild or Patoss and listed on the SASC website or be an appropriately qualified psychologist registered with the Health and Care Professions Council.

The SENCo, if not the assessor himself/herself will liaise with assessors prior to them assessing any candidate to discuss the candidate's history of difficulties as outlined in Section A of Form 8. (If there has been no liaison with the SENCO prior to the assessment)

The SENCo will ensure that assessors are referring to current JCQ guidelines, using current editions of standardised test appropriate for the age of pupils tested and reporting the findings of their assessments using standardised scores in Section C of Form 8.

The SENCo will ensure that assessors conduct their assessments personally and not sign off assessments carried out by another professional.

A privately commissioned assessment cannot be used to award access arrangements and cannot be used to process an application using Access Arrangements Online.