



**THOMAS ALLEYNE'S HIGH SCHOOL
UTTOXETER**

**Procedures to check the qualifications of the
Centre's Assessor for Access Arrangements, and
that the correct procedures are followed.**

2023/2024

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Managing and Resources Committee May 2023	
Date of next review	May 2024

Access arrangements and reasonable adjustments

The head of centre/senior leadership team will:

- a) appoint a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- b) where necessary the head of centre/SENCo will engage a qualified assessor to test students for standardised scores and determine the access arrangement required

Checking the qualification(s) of the assessor(s)

When appointing an Assessor, the Head of Centre/SLT will:

1. Obtain and keep on file, work related references
2. Check the level of experience and work placements if relevant
3. Obtain and keep on file, copies of certificates and information for any qualifications held.
4. Check that qualifications have been revised/renewed if appropriate.