

13R Procedures to check the Qualifications of the Centre Assessor for Access Arrangements (Exams) 2025-2026

This policy was approved as follows:

Approver:	L&S Committee	Date:	February 2025
Owner:	Carole Dodd	Version:	1
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This policy applies to all School Academy staff, pupils and parents.

Document History

Version	Version Date	Author	Summary of Changes
V1	Feb 2025	Carole Dodd	Policy reformatted using new template and Trust name change updated. Date change

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.