



**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.**

**2022/2023**

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Managing and Resources Committee 10 <sup>th</sup> May 2022	
Date of next review	May 2023

## **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.