

Process to check the qualification/s of the Centre's
assessor and that correct
procedures are followed



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Document Control Information

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Process to check the qualification/s of the Centre's assessor and that correct procedures are followed

All specialist assessors appointed by Heads of Centre must either be:

- an access arrangements assessor who has successfully completed a post-graduate qualification in individual specialist assessment at or equivalent to Level 7
- an appropriately qualified psychologist registered with the Health & Care Professions Council (HCPC); or
- a specialist teacher assessor with a current SpLD Assessment Practising Certificate.

At the point an assessor is engaged/ employed in the centre, evidence of the assessor's qualification is obtained and checked against the current JCQ requirements. This process is carried out prior to the assessor undertaking any assessment of a candidate. A photocopy of their certificate is held on file by the Examinations Officer.

The SENCo must:

- Ensure that applications are processed on time, no later than the published deadline;
- Ensure that the full supporting evidence is in place before an online application is processed;
- Review the evidence before an online application is processed, ensuring that the candidate does meet the published criteria for the respective arrangement;
- Hold all supporting evidence and present such evidence to a JCQ Centre Inspector upon request; and
- Ensure that the agreed adjustment has been put in place before the candidate's first examination, e.g. internal school/college tests and mock examinations.

The centre's appointed assessor must:

- Record the results of any completed tests indicating that the impairment has a substantial and long-term adverse effect on the candidate's performance;
- Only work within their area of expertise and in an ethical fashion;
- Use current editions of nationally standardised tests appropriate to the candidate's chronological age and areas of need;
- Report the results of their assessment within Part 2 of Form 8; and
- Provide the centre with evidence of their qualification(s) before assessing any candidate

The Centre will submit all access arrangements, via the Centre Admin Portal (CAP) or relevant awarding bodies' secure extranet sites, prior to the published deadline.

All evidence must be readily available for inspection by the JCQ Centre Inspector.