

Process To Check The Qualification Of Centre's Specialist Assessor And That The Assessment Process Is Administered Correctly

2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	<i>C. Walbe</i>
Date of next review	September 2026

Key staff involved in the exams policy

Role	Name(s)
Governors	
Head of centre	Gary Kynaston
Exams officer line manager (Senior Leader)	Connie Walkers
Exams officer (EO)	Lucie Hrabankova
ALS lead/SENCo	Paulina Wajler
SLT member(s)	Chris Wilson, Hodo Isse, Jessica Adolphus, Kevin Yiminyi, Bridle Tim
IT Staff	Bekim Kastrati, D'mello Anthony
Site Staff	Anthony Raftery, Julio Pena Vera, Kamel Meziane

By the start of the academic year 2025/26, 1 September 2025, all specialist assessors as appointed by heads of centre must either be:

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

JCQ Statement, "Appointment of specialist assessors for candidates with learning difficulties".

The Headteacher will check that the centre's specialist t assessor's qualifications meet the required levels and will also monitor that the assessment process is correctly applied.

Note: The school's specialist assessor is:

Ms Paulina Wajler, SENDCo

(Level 7 Postgraduate Award of Proficiency in Assessment for Access Arrangements PAPAA)

The original certificates were seen on her appointment to the school and a copy is held by the SENDCo and the Exams Officer.

