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

2026/27

This policy is reviewed annually to ensure compliance with current regulations

Effective from 1 September 2026

Approved/reviewed by	C. Walker
Date of next review	September 2027

Key staff involved in the exams policy

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

By the start of the academic year 2026/27, 1 September 2026, 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 Arrangemetns PAPAA)

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