



Ringwood School

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Process to check the qualifications of the Centre's Assessor (Exams)

POLICY DETAILS

Policy Name	Process to check the qualifications of the Centre's Assessor (Exams)
Policy Category	
Policy Number & Version	September 2026
Replacing/Updating	
Author	Exams Officer
Statutory, regulatory and/or contractual considerations	JCQ Access Arrangements and Reasonable Adjustments (AARA) JCQ Instructions for Conducting Exams (ICE)
Authorised By	Senior Leadership Team
Authorisation date	
Implementation Date	
Next Review Date	Autumn 2027
To be reviewed by	Exam Access Arrangements Coordinator





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Purpose of the procedure

This procedure details the measures taken at Ringwood School Academy to verify the qualifications held by the external assessor.

The specialist centre assessor is appointed at the start of the academic year by the head of Centre in conjunction with the SENDCo. The specialist assessor must either be:

- A qualified psychologist registered with the Health and Care Professionals Council (HCPC)
- A specialist assessor with a current SpLD Assessment Practising Certificate awarded by BDA
- A specialist assessor with the post-graduate qualification in individual specialist assessment at or equivalent to Level 7

The Head of Centre will check that the centre's specialist assessor's qualifications meet the JCQ required levels. The SENDCo will monitor that the assessment process is correctly carried out.

Evidence of the assessor's qualifications must be obtained before he/she assesses candidates and held on file for inspection.

The Centre must have a written process in place, not only to check the qualifications of their assessors but that the correct procedures are followed as in Chapter 7 of the JCQ document 'Access Arrangements and Reasonable Adjustments'

