

Centre Assessors Psychometric Testing (2023-24)

Date written/last reviewed	October 2023
Committee Responsible	Full Governors' Body
Key staff involved in this policy / procedure	
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Date of next review:	October 2024 This procedure is reviewed annually to ensure compliance with current regulations

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Checking Assessors Qualifications

Procedure for Assessors

Assessors Qualifications:

- The centre's assessor/s for candidates with learning difficulties has the appropriate qualifications required to assess the candidates.
- The Director of Access and Inclusion checks the assessor's qualifications and keeps a copy of certificates on file for inspection purposes.

Centre's Assessor of candidates with learning difficulties

- Has detailed understanding of the current JCQ publication Access Arrangements
- Supports the SENCo in determining the need for and implementing access arrangements
- Leads on the access arrangements process to facilitate access for candidates
- Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance
- Ensures the need for access arrangements for a candidate will be considered on a subject by subject basis
- Works with teaching staff, relevant support staff and the exams officer to ensure centre-delegated and awarding body approved access arrangements are put in place for candidates taking internal and external exams/assessments
- Conducts appropriate assessments to identify the need(s) of a candidate
- Provides appropriate evidence to confirm the need(s) of a candidate
- Completes appropriate documentation as required by the regulations of JCQ and the awarding body.