2026/2027

Centre Assessor Qualification Policy

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St John Henry Newman Catholic School

2026/2027

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Process to check the qualifications of the Centre's Assessor (Exams) 2025-2026

Purpose of the procedure
This procedure details the measures taken at St John Henry Newman School to verify the qualifications held by the external assessor.
The Access Arrangements Coordinator has been appointed by the Head of Centre in conjunction with the SENCo.
Access Arrangements Coordinator (AAC): Chris Bevis

- The head of centre must ensure that evidence of the assessor's qualification(s) is obtained at the point of engagement/employment and prior to the assessor undertaking any assessment of a candidate. Evidence of the assessor's qualification(s) must be held on file for inspection purposes and be presented to the JCQ Centre Inspector by the SENCo.

An access arrangements assessor must have successfully completed a post-graduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment, which must include training in all the following:

• the theoretical basis underlying psychometric tests, such as the concepts of validity and reliability; standard deviations and the normal curve; raw scores, standard scores, quotients, percentiles and age equivalent scores; the concept of statistically significant discrepancies between scores; standard error of measurement and confidence intervals

• the appropriate use of nationally standardised tests for the age group being tested

• the objective administration of attainment tests which can be administered individually. This must include tests of reading accuracy, reading comprehension, reading speed and spelling. Appropriate methods of assessing writing skills, including speed, must also be covered

• the appropriate selection and objective use of tests of cognitive skills (see paragraph 7.5.12)

• the ethical administration of testing including the ability to understand the limitation of their own skills and experience, and to determine when it is necessary to refer the candidate to an alternative professional. All assessors must:
• have a thorough understanding of the current edition of the JCQ document Access Arrangements and Reasonable Adjustments and the principles, procedures and accountabilities involved

• be familiar with the Equality Act 2010 (although it is not their role to determine what is a 'reasonable adjustment', but rather to help identify access arrangements that might assist the candidate in examinations and assessments and are thus potentially reasonable adjustments)

• either hold an appropriate qualification to teach and make recommendations for secondary aged or adult learners who have learning difficulties or be a HCPC registered psychologist

- the centre's appointed assessor must undertake regular CPD such as attending an annual update course on these regulations.

- It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations.

- The SENCo must work with the centre's appointed assessor to ensure a consistent, joined-up process. This will also allow the SENCo to discuss individual candidate cases with the assessor before making final decisions.

- The head of centre is responsible for:

- the quality of the access arrangements/reasonable adjustments process within the centre; and the appointment of assessors, checking the qualifications of those assessing candidates e.g. photocopy of certificate or printout of screenshot of HCPC or SASC registration.

- Heads of centre must satisfy themselves that a professional does have the required level of competence and training. The professional must present evidence of successful completion of a postgraduate course in individual specialist assessment at or equivalent to Level 7 or a printout of a screenshot of HCPC or SASC registration.

Reviewed By	S McDonnell Deputy Headteacher
Review Date	03/03/2026
Future Review Date	16/03/2027

Updated School Name July 2026