

Procedure to check the qualification of the centre's assessor and that correct procedures are followed

Head of centre

- ▶ Is familiar with the entire contents of, refers to and directs relevant centre staff to, the annually updated JCQ publications including [AA](#)
- ▶ Ensures the quality of the access arrangements process within the centre
- ▶ Ensures staff roles, responsibilities and processes in identifying, requesting and implementing access arrangements for candidates (including private candidates) are clearly defined and documented
- ▶ Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance

Senior leaders

- ▶ Are familiar with the entire contents of the annually updated JCQ publications including [AA](#)
- ▶ Ensure that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance

The Special educational needs coordinator (SENCo)

- ▶ Has full knowledge and understanding of the contents, refers to and directs relevant centre staff to the annually updated JCQ publication [AA](#)
- ▶ Ensures an appropriately qualified assessor(s) is appointed and that evidence of the qualification(s) of the person(s) appointed is obtained before s/he assesses candidates and is held on file
- ▶ Ensures the assessment process is administered in accordance with the regulations and that the correct procedures are followed as per Chapter 7 of [AA](#)
- ▶ Leads on the access arrangements process to facilitate access for candidates
- ▶ Ensures arrangements put in place for exams/assessments reflect a candidate's *normal way of working* within the centre
- ▶ If not the appropriately qualified assessor, works with the person/persons appointed, on all matters relating to assessing candidates and the administration of the assessment process
- ▶ Ensures the qualified assessor(s) has access to the assessment objectives for the relevant specification(s) a candidate is undertaking
- ▶ Ensures the need for access arrangements for a candidate will be considered on a subject by subject basis
- ▶ Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- ▶ Provide information to evidence the normal way of working of a candidate
- ▶ Completes appropriate documentation as required by the regulations of JCQ and the awarding body