



Procedure to check qualification(s) of assessor(s) and that correct procedures are followed as in chapter 7 of the JCQ document: Access Arrangements and Reasonable Adjustments

- The Head of Centre [Jacqui Brooks], will be responsible for checking that the assessor [SENCo – Donna Barber], has the appropriate qualifications
- Updates and changes in requirements will also be reviewed and any actions planned by the Head of Centre in liaison with the assessor [SENCo]
- Any development needs will be recorded and progress monitored through annual appraisal and training
- JCQ document: Access Arrangements and Reasonable Adjustments is used by both SENCo/assessor and Exams Officer [Julian Cattley] as the basis of reference for all work relating to access arrangements, access arrangement administration and implementation of access arrangements for examinations.
- SENCo and Exams Officer make themselves familiar with the content and updates in the Access Arrangements and Reasonable Adjustments JCQ guidance each year, as considering other JCQ documents and support materials
- Chapter 7 of the Access Arrangements and Reasonable Adjustments is used as the basis for all consideration and application of access arrangements.
 - All records and forms as outline in Chapter 7 will be used as directed
 - Copies of relevant forms will be kept in the Access Arrangements folder for inspection purposes
 - All required online applications and information will be completed and updated as appropriate by the SENCo

Approved/reviewed by	
Julian Cattley	
Date of next review	Oct 2026