

Process for Assessors check (Exams)

2025/26

Purpose of the procedure

This procedure details the measures taken at Medina College 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 HR.

The specialist assessor must either be:

- A qualified Psychologist registered with the Health & Care Professions 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.

A photocopy / scan of the relevant qualification will be kept with the pupil records available for inspection by the JCQ Inspectors. Wherever possible, the College shall seek to employ the Assessor directly. Suitable training will be made available to ensure the Assessor:

- Has a thorough understanding of the current edition of the JCQ document Access Arrangements and Reasonable Adjustments and the principles, procedures and accountabilities involved;
- Is familiar with the Equality Act 2010;
- Is qualified to teach within the School and make recommendations for secondary aged or adult learners who have learning difficulties or be a HCPC registered psychologist.

The original certificate has been seen by the Director of Admin, Data, Exams and HR and the Exams Officer.

