



Countesthorpe  
Academy

**EXAMS ASSESSOR REQUIRMENTS FOR ACCESS  
ARRANGEMENTS POLICY  
2022-23**

*Policy Reviewed and Adopted: September 2022*

*Date of Next Review: September 2023*

*Responsible Officer: Mrs C Aitcheson (Headteacher)*

## Countesthorpe Academy Policy on Assessor Requirements for Access Arrangements

The Head of Centre will only use assessors that they are satisfied have the required level of competence and training.

Assessors must have either:

- Level 7 or equivalent qualification relating to individual specialist assessment or
- Specialist Assessor with current SpLD Assessment Practising Certificate or
- Qualified psychologist registered with H&CP Council.

Assessors must have a thorough understanding of current JCQ AA regulations, be familiar with the Equality Act 2010 and hold an appropriate qualification to teach or be a HCPC registered psychologist.

Assessors must only use appropriate tests and report the results of their assessment on section C or Form 8.

*Assessors must provide Countesthorpe Academy with evidence of their qualifications which will be held on file. The Head of Centre should ensure that evidence of the assessor's qualification will be obtained at the point of engagement/employment and prior to the assessor undertaking any assessment of a candidate.*

### **Guidelines for the Assessment of a Candidate**

Before the assessment the SENCo will provide the assessor with a picture of need.

If the assessor is independent the centre will provide evidence of normal way of working before the assessment.

The assessor will discuss access arrangements with the SENCo. It is the SENCo's responsibility to request access arrangements.

Assessors must personally conduct the assessments. They must not sign off assessments carried out by another professional.

Current editions of nationally standardised tests which produce standardised scores must be used.

Correct procedures must be followed as outlined in Chapter 7 of Access Arrangements and Reasonable Adjustments.