Centre Assessor Procedure

2026/2027

Approved/reviewed by	
Headteacher	
Date of next review	September 2027

Key staff involved in the complaints procedure

Role	Name(s)
Head of centre	**Adam Palmer**
SLT members	**Lou Baker Hannah Austin, Roisin Still, Simon Ralph, Rob Rooney**
SENCO	**Caren Urbani**
SEND Administrator	**Clodagh Ryan**
Exams Officer	**Jocelyn Watson**

Purpose of the policy

This policy is to ensure that we are following the correct policies and procedures when assessing SEN children.

Required Assessor Qualifications

To conduct assessments for access arrangements and reasonable adjustments, a specialist assessor must hold one of the following:

- A qualified psychologist registered with the **Health & Care Professions Council (HCPC)**.
- A specialist assessor with a current **SpLD Assessment Practising Certificate (APC)** awarded by a body like BDA or Patoss.
- A specialist assessor with a post-graduate qualification in individual specialist assessment at or equivalent to **Level 7** (including at least 100 hours relating to individual specialist assessment)

The Head of Centre (who cannot delegate this core responsibility), working alongside the **SENCo** appoints the specialist assessor

Obtain Evidence of Qualifications:

- For internal/external assessors the SENCO or SEND administrator collect copies of qualification certificates or official transcripts prior to any candidate assessment.

- For HCPC or SASC/APC holders: SENCO or SEND administrator Obtain a printout or screenshot of current registration/practising certificate status

- Confirm that Level 7 qualifications explicitly cover the required number of training hours and modules outlined in JCQ Access Arrangements and Reasonable Adjustments guidelines.

- Check work-related references and prior assessment experience if the assessor is newly engaged.

- Ensure a DBS check has been completed and a record of this has been obtained

Log and Store Records:

It is the responsibility of the SENCO to:

- Keep paper or electronic copies of certificates, reference checks, and verification prints securely on file with the SENCo and Exams Officer.

- Enter the assessor's details/status into the **Access Arrangements Online (AAO)** portal when required, this should be updated annually at the start of each academic year, if the assessor details have changed