Process to check the qualifications of the Centre's Assessor (Exams)

2026/27

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mr. J. Cariou	
Date of next review	July 2027

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Key staff involved in the policy

Role	Name(s)
Head of centre	Mrs. A. Sharma
Senior leader(s)	Mr. J. Cariou
Exams officer	Mr. T. Willis
SENDCo	Mr. M. Wickham
Specialist assessors	Mrs. A. Burroughs

Purpose of the procedure

This procedure details the measures taken at Bourne Community 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 SENDCo. The specialist assessor must either be:

- A qualified psychologist registered with the Health and Care Professionals 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.

Our schools specialist assessors are:

Mrs. Angela Burroughs MA, Dip.Ed., Dip. SpLD who has the following qualification:

Diploma for Teachers of Pupils with Specific Learning Difficulties – Dip. RSA

Mrs. Louise Mayes who has the following qualification:

Cert. of Psychometric Testing, Assessment and Access Arrangements (CPT3A)

A photocopy of their certificates is kept with the SENDCo and the Exams Officer

The Centre must have a written process in place, not only to check the qualifications of their assessors but that the correct procedures are followed as in Chapter 7 of the JCQ document 'Access Arrangements and Reasonable Adjustments'