

Malmesbury School Policy: Process to check the qualifications of the centre's specialist assessor and that the assessment process is administered correctly.

- All assessors who are employed by the centre have completed a post graduate course at or equivalent to Level 7, a copy of this certificate is to be kept on file in the exams office.
- All assessors employed by the centre will undergo a training review for each current edition of the JCQ publication Access Arrangements and Reasonable Adjustments.
- If an external assessment of a candidate by a qualified psychologist(EP) is to be used they must have made written contact with either the SENDCO or Deputy SENDCO prior to completing any assessments. The SENDCO or Deputy SENDCO will have communicated in writing an evidence of need of the candidate to the EP.
- Evidence of the EPs qualifications will be kept on file with the exams office.