



## **Centre Assessor and Access Arrangements Procedures**

Adopted by Governors: 27<sup>th</sup> Nov 24

Date of Review: Nov 24

Date of next review: Nov 25

# Christ Church Secondary Academy

## **Process to check the qualifications of the centre's specialist assessor and that the assessment process is administered correctly**

The Special educational needs co-ordinator (SENCo) will be familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including: *Access Arrangements and Reasonable Adjustments*. They will lead on the access arrangements and reasonable adjustments process.

Making special arrangements for candidates to take exams is the responsibility of the SENCo and the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo with administrative support from the Exams Officer.

The SENCo will assesses candidates to identify requirements, gathering evidence to support the need for access arrangements. They will liaise with teaching staff to gather evidence of normal way of working (NWOW) of an affected candidate and determine candidate eligibility for arrangements or adjustments that are centre-delegated. The SENCO will gather signed data protection notices from candidates where required.

Applications for approval through Access arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO will be passed to the Examinations Officer.

The Examinations Officer will present when requested by a JCQ Centre Inspector, evidence of the assessor's qualification to carry out assessments of need for access arrangements.

The Examinations Officer will ensure staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keep a record of the training provided to facilitators for the required period.

The SENCo will work with teaching staff, support staff and exams office to ensure that approved access arrangements are put in place for internal school tests and mock examinations.