



The BRIT School

Process to check the qualifications of the centre's assessors and that the correct procedures are followed (Exams)

2025-2026

KEY STAFF INVOLVED

Role	Name(s)
Head of Centre	Stuart Worden
Senior Leaders	Louise Cooper Katie Findlater
Exams Officer	Charlotte Byrne

Purpose of the procedure

This policy outlines how the BRIT School will ensure that all assessors appointed to evaluate candidates for access arrangements are suitably qualified, that their

qualifications are checked and recorded, and that all assessment procedures comply with the guidance issued by JCQ. This supports our compliance with:

- General Regulations for Approved Centres 2025-26, section 5.4
- Access Arrangements and Reasonable Adjustments (AA/RA) Chapter 7

This policy applies to:

- All assessors engaged by the centre to carry out assessments of candidates' access arrangement needs
- The head of centre, the SENCo, exams officer or other designated senior leader responsible for access arrangements.
- The appointment, qualification-checking, ongoing monitoring and record-keeping for assessors.

Roles and responsibilities

Head of Centre / Senior Leadership Team

- Overall responsibility for the integrity of the access arrangements / reasonable adjustments process.
- Appointment of assessors, ensuring they meet the required criteria and that evidence of their qualification is obtained before they assess candidates.
- Ensure this policy is implemented and reviewed annually.

SENCo

- Co-ordinate the access arrangements process, liaise with assessors, the Exams officer and teaching/support staff.
- Maintain the file of evidence of assessor qualifications and ensure assessors act in line with JCQ/AA/RA procedures.
- Present records of assessor qualifications and assessments to inspection (e.g., by a JCQ Centre Inspector) when required.

Assessor

- Must work within their area of expertise.
- Must provide evidence of their qualification prior to assessing candidates.
- Must use current editions of nationally standardised tests appropriate for the candidate's chronological age and area of need.
- Record the results of any completed tests indicating that the impairment has a substantial and long-term adverse effect on the candidate's performance.

Exams Officer

- Support record-keeping for access arrangements and ensure assessment files are maintained securely, and available for inspection.
- Track deadlines for access arrangements applications in accordance with AA/RA and awarding body requirements.

Appointment of Assessors

4.1 Criteria for appointing assessors

In line with AA/RA Chapter 7, paragraph 7.3.3, assessors may be:

- An access arrangements assessor who has completed a postgraduate course (or equivalent to Level 7) in individual specialist assessment (including at least 100 hours relating to individual specialist assessment)
- A specialist teacher assessor with a current SpLD Assessment Practising Certificate
- An appropriately qualified psychologist registered with the Health & Care Professions Council (HCPC)

4.2 Engagement and contract

- At the point of engagement or employment, the head of centre (via SENCo) will obtain evidence of the assessor's qualification(s) and verify they meet the current requirements.
- The assessor must not assess any candidate until their qualifications have been validated by the centre.

4.3 Record keeping

The SENCo will maintain a secure and up to date file for each assessor containing:

- A copy or screenshot of the qualification certificate or registration evidence.
- Date of appointment, role, scope of work (which candidates they may assess) and expiry/renewal dates if applicable.
- Evidence of the assessor's area of expertise and confirmation they will act in accordance with AA/RA Chapter 7.

This evidence must be retained for inspection by a JCQ Centre Inspector or awarding body when required.

Checking Qualifications and Compliance Process

5.1 Initial check

Before the assessor undertakes any candidate assessment, the SENCo will check:

- The assessor holds a qualification meeting the AA/RA criteria (Level 7 or equivalent for access arrangements assessor, or appropriate specialist teacher/psychologist status)
- The qualification certificate is genuine
- The assessor's scope of work (area of expertise) is appropriate for the candidate groups being assessed.
- The assessor has signed or acknowledged the centre's policy and understands the procedures set out in AA/RA Chapter 7 (e.g., using correct standardised tests, recording results, completing Form 8 where required).

5.2 Ongoing monitoring and renewal

- The SENCo will conduct an annual review of each assessor's qualification file and confirm that any certificates/registrations remain valid.
- The centre will ensure that the assessor continues to work within their area of expertise and remains up to date with changes to regulations (e.g., annual updates to AA/RA).
- If an assessor's qualification lapses or becomes no longer valid for the role, the centre will suspend them from conducting further assessments until they are compliant.

5.3 File audit and inspection readiness

- The SENCo will arrange for periodic internal audits of assessor qualification files and processes to ensure compliance.
- All assessor files and the process documentation will be available for inspection by the head of centre, exams officer, awarding bodies, or external inspectors.

Assessment Procedures for Candidates

When a candidate is identified as potentially needing access arrangements (via the SENCo's "picture of need" and "normal way of working"), the centre's appointed assessor will:

- Use current editions of nationally-standardised tests appropriate for the candidate's chronological age and area of need.

- Personally conduct the assessment (not sign off another professional's work) and record results demonstrating whether the impairment has a substantial and long-term adverse effect.
- Report the results in Part 2 of Form 8 (for those candidates eligible under AA/RA Chapter 7).
- Collaborate with the SENCo (who completes Part 1 and Part 3 of Form 8) to ensure the holistic picture of need is established (Part 1) and recommendations for access arrangements are appropriate (Part 3) in accordance with the candidate's normal way of working.

The centre will only process access arrangement applications when the assessor's report and the full evidence file (including assessor qualification evidence) are in place.

Reporting, Documentation and Record Retention

The SENCo will keep on file, for each candidate seeking access arrangements:

- The completed Form 8 (where required)
- Evidence of the assessor's qualification(s)
- Evidence of normal way of working, background, teacher observations, prior arrangements (internal tests, mock exams) etc.
- Approval documentation from awarding bodies (where required).

The centre will ensure that access arrangements applications are submitted by the awarding bodies' published deadlines and that all required documentation is present. These records will be retained in line with the centre's data-retention policy and must be available for inspection by a JCQ Centre Inspector or awarding body.

Review and Monitoring

This policy will be reviewed annually to ensure it remains compliant with the latest JCQ regulations (including any updates to AA/RA and General Regulations). Any changes to the criteria for assessors, updated regulations or internal centre procedures will be incorporated as soon as practicable.

The centre will keep a log of assessor qualifications, reviews, and any incidents of non-compliance or remediation.

Non-compliance and Remediation

If at any time an assessor is found not to meet the qualification criteria or fails to follow the correct procedures (as per AA/RA Chapter 7), the centre will:

- Immediately suspend the assessor from further candidate assessments.
- Notify the head of centre and SENCo and undertake a review of any past candidate assessments conducted by that assessor.
- Where required, appoint a suitably qualified assessor and re-assess affected candidates if necessary.
- Maintain a record of the non-compliance incident, actions taken and outcomes for audit and inspection purposes.