HAMMERSMITH Academy

Process To Check The Qualification Of Centre's Specialist Assessor And That The Assessment Process Is Administered Correctly

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

Key staff involved in the exams policy

Role	Name(s)
Head of centre	**Gary Kynaston**
Exams officer line manager (Senior Leader)	**Hendrix Emanuel**
Exams officer	**Lucie Hrabankova**
ALS lead/SENCo	**Tariq Hilman, Paulina Wajler**
SLT member(s)	**Connie Walkers**

By the start of the academic year 2023/24, 1 September 2023, all specialist assessors as appointed by heads of centre must either be:

- a qualified psychologist registered with the Health & Care Professions Council (HCPC); or
- a specialist assessor with a current SpLD Assessment Practising Certificate; or
- a specialist assessor with a post-graduate qualification in individual specialist assessment at or equivalent to Level 7.

JCQ Statement, “Appointment of specialist assessors for candidates with learning difficulties”.

The Headteacher will check that the centre’s specialist t assessor’s qualifications meet the required levels and will also monitor that the assessment process is correctly applied.

Note: The school’s specialist assessor is:

Ms Alison Leao

The original certificates were seen on her appointment to the school and a copy is held by the SENCo and the Exams Officer.