



**CIRENCESTER
KINGSHILL
SCHOOL**

Process to check the qualifications of the Centre's Assessor and that the correct procedures are followed 2025-2026

Procedure creator: Mrs P. Clarke

Procedure reviewed: 18/12/25

Centre Name	Cirencester Kingshill School
Centre Number	57005
Date procedure first created	25/04/24
Current procedure reviewed by	Mrs P. Clarke, Exams Officer
Current procedure approved by	Governing Body
Date of next review	18/12/26

Key staff involved in the procedure

Role	Name/s
Head of centre	Mrs J. Lindley, Head of Centre
Senior leader(s)	Mr D. Stillman, Deputy Head of Centre
SENCO	Mr D. Radbourne
Exams officer	Mrs P. Clarke
Other staff (if applicable)	Not Applicable

Principles

The Head of Centre/Senior Leadership Team will appoint a SENCO who will determine appropriate access arrangements for candidates with learning difficulties and disabilities.

The Head of Centre/Senior Leadership Team must ensure that, where a candidate with a learning difficulty requires an assessment of his/her needs, he/she is assessed by an appropriately qualified assessor as appointed by the Head of Centre. Evidence of the assessor's qualifications must be obtained before he/she assesses candidates and held on file for inspection.

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