



## PEGASUS ACADEMY

### Process To Check the Qualifications of the Centre's Specialist Assessor and that the Assessment Process is Administered Correctly

Issue number:	001
Approved by:	Clare Benson
Date:	October 2022
Review date:	September 2023

This procedure is reviewed annually to ensure compliance with current regulations

## **The Assessment Process**

Assessments are carried out by an assessor appointed by the Head of Centre. The assessor is appropriately qualified as required by JCQ regulations.

The current assessor is:

Julia Dianne Best, who was awarded the Postgraduate Certificate in Advanced Education Practice (Literary Difficulties) in July 2010.

### **Appointment of assessors of candidates with learning difficulties**

At the point an assessor is engaged/employed in the centre, evidence of the assessor's qualification is obtained and checked against the current requirements in AA.

The SENDCO checks the qualifications of the specialist assessors at Pegasus Academy. Copies of these certificates are kept on file for inspection purposes in accordance with the JCQ publication Access Arrangements and Reasonable Adjustments, and checked annually to ensure they remain valid. The check ensures that the certificate is in date and conforms with the JCQ requirements.

This process is carried out prior to the assessor undertaking any assessment of a candidate.

The SENDCO meets with all pupils prior to their assessment to ensure that they are happy with the arrangements. They also talk through with the assessor the assessment process in order to ensure the process is administered correctly. In follow up discussions with pupils, they have the opportunity to discuss the assessment process with the SENDCO and, if relevant, to raise any concerns.