



Malden Oaks
School & Tuition service

Making the **MOST** of every day

Process to check the qualifications of the centre's assessor(s)

Responsible: Exams Manager

Date reviewed: January 2026

Centre name	Malden Oaks School and Tuition Service
Centre number	14408
Date process first created	09/04/2024
Current process approved by	Headteacher
Current process reviewed by	Exams Manager
Date of next review	21/01/2027

Key staff involved in the process

Role	Name
Headteacher	Samantha Axbey
Senior leader(s)	Nick Smith, Ayse Meliz, Kelly Swaffield, Bryan Molin, Carly Briggs, Sarah Pfutzner, Nicky McLachlan.
Exams Manager	Stephen Shorey
Other staff (if applicable)	NA

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Purpose of the Procedure

The purpose of this procedure is to detail how we check the qualifications of the centre's assessor(s).

Procedure

The specialist centre assessor is appointed at the start of each academic year by the Head of centre with the assistance of the SENCo.

The specialist assessor must either be:

- an access arrangements assessor who has successfully completed a postgraduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment. An access arrangements assessor may conduct assessments to be recorded within Part 2 of Form 8; and/or †The reference to at least 100 hours relating to individual specialist assessment would include lecture, seminar and tutorial time, study time, assessment time and time spent completing assignments. Courses which are accredited at AMBDA or APC Level would meet this requirement, as would post-graduate courses at or equivalent to Level 7 which provide a qualification in access arrangements assessment.
- a specialist teacher assessor with a current SpLD Assessment Practising Certificate, as awarded by BDA, the Dyslexia Guild or Patoss and listed on the SASC website. A specialist teacher assessor may conduct assessments to be recorded within Part 2 of Form 8 and where necessary undertake full diagnostic assessments;
- an appropriately qualified psychologist registered with the Health & Care Professions Council who may conduct assessments to be recorded within Part 2 of Form 8 and where necessary undertake a full assessment.

The Head of Centre will check that the centre's specialist assessor's qualifications meet the JCQ required levels. Evidence of the assessor's qualification(s) is held on file for inspection purposes and be presented to the JCQ Centre Inspector by the SENCo.

The SENCo will set-out and monitor that the assessment process is correctly carried out. The SENCo will work with the centre's appointed assessor to ensure a consistent, joined-up process. The SENCo will discuss individual candidate cases with the assessor before making final decisions.

Before the candidate's assessment, the SENCo will provide the assessor with background information, i.e. a picture of need has been painted as required in Part 1 of Form 8.

The assessor will:

- record the results of any tests completed indicating that the impairment has a substantial and long-term adverse effect on the candidate's performance;
- only work within their area of expertise and in an ethical fashion;
- use current editions of nationally standardised tests appropriate to the candidate's chronological age and areas of need;
- report the results of their assessment within Part 2 of Form 8;

- provide the centre with evidence of their qualification(s) before assessing any candidate

Malden Oak's specialist assessor in the 2025 - 2026 Exam series is Marianna Walsh. Evidence of her qualification is kept on file in the Exam Manager's office.

References

[JCQ Instructions for conducting examinations 2025-2026](#)

[JCQ Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments 2025-2026](#)