

11th September 2024

Process to check the qualification of the Centre's Specialist Assessor

Assessment procedures are correctly followed

In accordance with General Regs 5.4 (2024/2025)

As Head of Centre, I can confirm that our Centre's Specialist Assessor is our current SENCo, **Angela Byrne**.

Angela has completed the Certificate of Psychometric Testing, Assessment & Access Arrangements (CPT3A, equivalent to Level 7. She has a certification of registration for Educational Training in Assistant Test User required to assess students for exam access arrangements.

Hele's SENCo has a thorough understanding of the current edition of the JCQ publication '**Access Arrangements and Reasonable Adjustments and the principles (2024/2025)**'. All current procedures are followed. She is familiar with the Equality Act 2010.

This process is overseen by our Deputy Head, Sandra Crawford, who line manages SEN and ensures that all processes undertaken are correctly administered in line with guidance provided by JCQ.

Signed:

Justine Mason, Principal

Head of Centre 54435