

**Process to check the qualifications of the centre assessor  
and ensuring correct procedures are followed 2025/26**

The Basildon Upper Academy

**Process to check the qualifications of the centre(s) assessor and ensuring correct procedures are followed 2025/26**

<b>Centre Name</b>	<b>The Basildon Upper Academy</b>
<b>Centre Number</b>	<b>16133</b>
<b>Date policy first created</b>	<b>14/10/2025</b>
<b>Current policy approved by</b>	<b>Rebecca Rees</b>
<b>Current policy reviewed by</b>	<b>Sophie Rowe</b>
<b>Date of next review</b>	<b>14/10/2026</b>

**Key staff involved in the policy**

<b>Role</b>	<b>Name(s)</b>
<b>Head of centre</b>	Rebecca Rees
<b>SENCo</b>	Zoe Grannon
<b>Deputy SENCo</b>	Donna Williams
<b>Exams officer</b>	Sophie Rowe

## Purpose of the policy

This policy is to ensure that we are following the correct policies and procedures when assessing SEN children.

There will be a specialist appointed to the school to carry out all the relevant tests and assessments to help our students receive all the help they need, when needed.

The specialist must either be:

- An assessor who is qualified with a post -graduate qualification or equivalent to a level 7 qualification.
- Or an assessor who has a current SpLD Assessment Practicing Certificate by BDA.

Our current assessor in house is Donna Williams, who holds a Certificate of Psychometric Testing Assessment & Access Arrangements (CPT3A). This certificate is equivalent to level 7.

In addition, Donna also holds a Certificate of Competence in Educational Training.

All of Donna's relevant qualifications are kept with HR, they have also been seen by the head SENCo at the first point of employment.

### Note:

The Basildon Upper Academy sometimes use external assessors, should we do this – we must follow the below process –

#### Process for verify the qualifications of assessors

Upon the appointment of a centre assessor, the following checks are conducted:

**Interview:** We usually interview the candidate first, to get an idea of what they are like as a person. We ask them questions relevant to the role.

Once we believe the candidate is suitable for the role itself, we need to follow the below steps to ensure that we are following the JCQ guidelines.

**Qualifications:** Copies of qualification certificates are obtained and filed.

**Safeguarding:** A Disclosure and Barring Service (DBS) check is completed to ensure suitability for working with children.

**Professional Standing:** Teacher status is verified with the Department for Education (DFE) to confirm qualified teacher status.

This policy is checked and reviewed yearly.

Upon review in October 2025, there have been no centre specific changes for the academic year 2025/26.