



Centre Assessor Qualification Policy

Allerton Grange

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Centre name	Allerton Grange
Centre number	37629
Date policy first created	06/11/2025
Current policy approved by	Exams
Current policy reviewed by	Exams
Date of review	28/11/2026
Date of next review	

Key staff involved in the policy

Role	Name
Head of centre	Andy Norrington
Senior leader(s)	James Warne - Assistant Headteacher: Assessment, Systems and Data
Exams officer	Laura Gershaw
SENCo (or equivalent role)	Michaela Child/Jane Dempster

All specialist assessors appointed by Heads of Centre must either be:

- an access arrangements assessor who has successfully completed a post-graduate qualification in individual specialist assessment at or equivalent to Level 7.
- an appropriately qualified psychologist registered with the Health & Care Professions Council (HCPC); or
- a specialist teacher assessor with a current SpLD Assessment Practising Certificate. (see Access Arrangements and Reasonable Adjustments 2024 -25 (AA), section 7.3.3)

The SENDCo (or other specialist assessor) is appointed by the Head of Centre. 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. This process is carried out prior to the assessor undertaking any assessment of a candidate.

All SEN assessments are carried out at Allerton Grange school by Katherine Neilson, who was appointed by the Head of Centre. She is appropriately qualified to Level 7 as required by JCQ regulations in AA, section 7.3.

Disclosure and confirmation of her qualifications were required as part of her preemployment checks, and original copies of all relevant certificates have been seen by HR.

A photocopy of her certificate is kept in her HR file and is also in the JCQ folder in the SEND office