

THE ROLE OF THE SENIOR LEADERSHIP TEAM

The Head of Centre has overarching responsibility for the quality and integrity of **all applications** made relating to access arrangements in public exams and must be familiar with the entire contents of the JCQ Regulations, which are updated annually.

The Head of Centre, and the entire senior leadership team should meet regularly with the SENCO and should understand the implications of malpractice fully.

Key Responsibilities:

- To be familiar with the JCQ Regulations, the referral process for your setting, how and when assessments are carried out, how evidence is collated and how parents are involved
- Ensure the SENCO has the training and skills to perform their duties in making decisions relating to exam access arrangements
- Ensure the SENCO has enough time to perform their duties
- Provide admin support, where appropriate, to enable application deadlines to be met
- To ensure that the SENCO and any specialist assessor comply with current JCQ Regulations and keep this knowledge up-to-date
- Ensure all specialist assessors have the required level of qualifications and experience
- Ensure the Exams Officer is fully trained and able to make applications online
- To ensure the SENCO has sufficient trained personnel to provide the range of access arrangements required
- To ensure resources, such as word processors, are available
- To enable the SENCO and Exams Officer to work together in collating evidence and for determining the organisation of exams (such as separate invigilation)
- To ensure the SENCO is financially able to purchase up-to-date assessments to comply with Regulations
- Oversee the access arrangements policy

Key Duties:

- To support the SENCO in their role of collating evidence of need and normal way of working
- To ensure teachers respond in a timely fashion to requests for evidence of need
- To ensure evidence of need and use in exams is embedded within the current practice of the Centre
- To provide the SENCO with an opportunity to train staff

Any concerns relating to suspected malpractice **must** be reported directly to the Head of Centre, who must report the suspected malpractice to the JCQ immediately. The JCQ, along with the awarding bodies, will then inform the Head of Centre of the process of investigation.