

THE ROLE OF THE SPECIALIST ASSESSOR

The specialist assessor is the person appointed by the Centre to conduct the assessment for the application for access arrangements. They may either be employed directly by the setting or commissioned by the Centre on a case-by-case basis, in either case they **must** have a close relationship with the Centre. The SENCO might also be the assessor.

Key Responsibilities:

- To be familiar with the entire contents of the JCQ Regulations, which are updated year-on-year
- To ensure they are qualified to Level 7 in assessment for access arrangements
- To use the most recent editions of nationally standardised tests in line with published criteria
- To establish a special relationship with the setting before assessment
- To keep their knowledge and expertise up-to-date

Key Duties:

- Complete assessments of candidates themselves as directed by the SENCO
- Complete Form 8 Part 2 with the appropriate information from the test results
- Liaise with the SENCO over the recommendations for access arrangements following assessment
- To use the most recent editions of nationally standardised tests
- To only use tests in a one-to-one environment
- To use the most suitable and acceptable tests for the assessment criteria e.g. reading accuracy requires an untimed single word reading test
- Sometimes the specialist assessor is required to complete Form 8 Part 1, where there is enough information provided to do so and the assessor is employed by the Centre to do so.
- The specialist assessor must not report recommendations to parents, without prior discussion with the SENCO
- Some settings may require an assessor to complete a report alongside the Form 8

Putting applications for exam access arrangements without appropriate evidence is potentially malpractice. It is the duty of the specialist assessor to ensure they complete all assessments in accordance with the published criteria and report on their findings appropriately in the Form 8 Part 2