



GP38 - Access Arrangements



Last Review Date	November 2020	Next Review Date	November 2021
Leader of Policy Review	Assistant Headteacher		
Associated Policies	Examinations, Examination Appeals, Record Keeping, Examinations Contingency Plan, Word Processing Policy		

The centre is satisfied that Mrs Christine Williams has the required level of competence and training to assess access arrangements.

Mrs Williams has been appointed Access Arrangements Assessor for the reasons outlined below. These skills were gained as part of her post-graduate training.

- She has successfully completed a post-graduate course at Level 7.
- Her training course included at least 100 hours relating to individual specialist assessment.
- Her training included the theoretical basis underlying psychometric tests and covered the concepts outlined on page 82 of the JQC guidance document.
- She has been trained in the appropriate use of nationally standardised tests for the relevant age groups.
- As part of her training she studied the objective administration of tests including reading accuracy, reading speed, reading comprehension and spelling.
- She understands appropriate methods of assessing writing skills, including speed.
- She is able to appropriately select and use tests of cognitive skills in accordance with paragraph 7.5.12 of JQC guidance.
- She understand the importance of the ethical administration of testing.

In addition to these skills Mrs Williams has:

- a thorough understanding of the current edition of *Access Arrangements and Reasonable Adjustments*
- a familiarity with the Equality Act 2010
- an appropriate qualification to teach and make recommendations for secondary aged learners who have learning difficulties

Mrs Williams has been employed by the centre for 30 years and has had a number of roles including ALNCo and Head of House.

Certificates of qualifications are kept on record by the school as evidence that the assessor is suitably qualified.

Mrs Dawn Whittaker is currently undertaking a level 7 access arrangements course at Chester University and will be qualified shortly.