

## PROTOCOL FOR VERIFYING QUALIFICATIONS OF EXTERNAL ASSESSOR

Centre name	St Mark's Church of England Academy
Centre number	14501
Date protocol first created	19/03/2024
Current protocol approved by	Jennie Khan
Current protocol reviewed by	Chris Currie
Date of next review	19/02/2025

This procedure details the measures taken at St Mark's Academy to verify the qualifications held by the external assessor.

The specialist centre assessor is appointed at the start of the academic year by the Head of Centre in conjunction with the SENCo. The specialist assessor must either be:

- An appropriately qualified psychologist registered with the Health & Care Professions Council (HCPC)
- A specialist assessor with a current SpLD Assessment Practising Certificate, awarded by BDA.
- A specialist assessor with the post-graduate qualification in individual specialist assessment at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment.

Academy Specialist Assessor	Carmen Campaneau
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## STAFF VETTING & DOCUMENT RETENTION

- All staff qualifications vetted, by the academy HR team, according to guidance outlined in Keeping Children Safe In Education and JCQ guidance
- The Head of Centre will check that the centre's specialist assessor's qualifications meet the JCQ required levels.
- Staff training and associated certification recorded in their personnel file (both digitally and in hard copy)
- The academy maintains a single central record detailing relevant qualifications and vetting
- A central training log is in place, which details the date at which time bound certification expires

## MONITORING ARRANGEMENTS

- The SENCo will monitor that the assessment process is carried out correctly.
- Regular internal and external audits of our Single Central Record and personnel files
- Any private exam access arrangement assessment is verified by the centre assessor
- The head of HR and Academy Business Director review the training log monthly and arrange for retraining as appropriate.