



# St James School

**Policy: Process to check the qualification of centre's specialist  
assessor and that the assessment process is administered  
correctly**

**Policy Date:** September 2019

**Review Date:** September 2020

**Author of policy:** Mrs K Duke

This plan is reviewed annually to ensure compliance with current regulations

- The SENCO/Member of senior management will check that the centre's specialist assessor's qualifications meet the required levels.
- The Exams office will hold a copy of the certificate evidencing the qualification
- The SENCO will also monitor that the assessment process is correctly applied.