



# Hedingham School & Sixth Form

## Process to Check Centre Assessor's Qualifications

Meets JCQ Requirement 10

Approved/Reviewed by Mr J Pearson, Assistant Headteacher

Approved by the Curriculum and Personnel Committee on:	22 February 2023
It was ratified by the Full Governing Body on:	29 March 2023
Next review due by:	Spring 2024



# Process to Check Centre Assessor's Qualifications

Policy/Procedure creator: Nina Powell

Policy/Procedure created/reviewed: 06/04/2022

Centre Name	Hedingham School and Sixth Form
Centre Number	16519
Date policy first created	6 April 2022
Current policy reviewed by	Nina Powell
Current policy approved by	School Governors - 18/05/2022
Date of next review	To be confirmed on review

## Key staff involved the policy

Role	Name
Exams officer	Nina Powell
Senior leader(s)	John Pearson
Head of centre	Andrew Harvison
Other staff (if applicable)	Susan Goodwin - SENCO

This policy is reviewed and updated annually to ensure that candidates who arrive late to examinations at Hedingham School and Sixth Form are managed in accordance with current requirements and regulations.

References in this policy to GR and ICE refer to the JCQ publications **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

## CHANGES 2022/23

The centre's named assessor was updated

## Purpose of the policy

The purpose of this policy is to define the process to be followed to check the qualifications of the Centre's

Assessor(s)

- Copies of the Assessor's qualification certificates are held by SEN Department
- Completed GORT-5 booklets etc are held by SEN Department

The current named assessor for this Centre is Kate Papageorgiou