
Process to verify the qualifications of the centre's assessors and that the correct JCQ General Regulations/ Access Arrangements and Reasonable Adjustments Procedures are Followed

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References in this procedure to GR and AARA refer to the JCQ publications General Regulations for Approved Centres and Access Arrangement and Reasonable Adjustments (AARA).

PURPOSE

The purpose of this procedure is to ensure that Paget High School:

- Thoroughly verifies the qualifications of all centre assessors.
- Adheres to the processes outlined in JCQ General Regulations (GR) and Access Arrangement and Reasonable Adjustments (AARA).

SCOPE

To outline the process for verifying the qualifications of centre assessors.

Process to verify the qualifications of assessors

Upon the appointment of a centre assessor, the following checks are conducted:

Qualifications: Copies of qualification certificates are obtained and filed.

Safeguarding: A Disclosure and Barring Service (DBS) check is completed to ensure suitability for working with children.

Professional Standing: Teacher status is verified with the Department for Education (DFE) to confirm qualified teacher status.

Once all the above checks are satisfactory, the individual is cleared to commence work.

This process is reviewed annually and updated when required to be in line with the JCQ ICE and GR.