

SENIOR LEADER SELF-AUDIT TOOL

Senior Leaders, do you:	Yes	No	Not sure
Read the most recent edition of the JCQ Regulations for Access Arrangements and Special Considerations, every year?			
Read and understand the JCQ Malpractice document?			
Understand the process of application?			
Monitor the process of application for access arrangements?			
Regularly review the processes for collating evidence of need and normal way of working to ensure compliance?			
Ensure staff are appropriately trained and qualified to carry out their roles?			
Ensure all staff comply with current JCQ Regulations?			
Ensure deadlines are met?			
Audit a sample of the EAA files annually?			
Observe the implementation of readers and scribes for monitoring compliance?			
Regularly monitor the referral and application process by questionnaires to staff, students and parents for quality assurance?			
Observe the assessment process for monitoring compliance?			
Ensure teaching staff provide appropriate information in a timely fashion?			
Ensure the SENCO has enough time to carry out their role?			
Oversee the access arrangements and word processor policies?			
Update the governing body?			
Ensure the Exams Office are able to provide the access arrangements in exams, which have been identified as needed?			
Request update reports from the SENCO to monitor compliance?			
Allocate enough funding to be able to provide the necessary specialist assessments and for the appropriate concession to be provided? (e.g. enough laptops)			
Ensure the SENCO attends update JCQ training annually and feedbacks to you annually?			