



EXAMS OFFICER EAA SELF-AUDIT TOOL

Exams Officer, 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?			
Know how to use the AAO site?			
Know which exam boards are processed online through the AAO?			
Know and circulate all the deadline dates for access arrangements applications?			
Work with the SENCO to ensure candidate's access arrangements are organised in time before the deadline?			
Work with the SENCO to obtain evidence of use during internal examinations?			
Keep records of the access arrangements which have been given?			
Collate subject-specific exam concessions?			
Train all exam invigilators and ensure they are aware of their duties?			
Ensure deadlines are met?			
Organise all exam access arrangements in a timely manner and in line with JCQ Regs?			
Ensure all candidates are made aware of their exam arrangements?			
Follow the Centre policy for access arrangements and the use of a word processor in exams?			
Inform the SENCO immediately where there are concerns?			
Attend regular update training?			
Make sure you have enough word processors and they are in good working order?			
Work with the SENCO to ensure candidates have opportunity to practice using their concession before the external exams?			
Keep a record of candidates who do not use their arrangements (both in internal and public exams)?			
Ensure the SENCO makes the final decision relating to all access arrangements and special considerations?			