

# COLLABORATIVE WORKING WITH SENCO



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# IMPORTANCE OF COLLABORATION

- Avoid Maladministration
- Timely information
- Consistent approach

# FROM NAEIO ANNUAL SURVEY

- Insufficient collaboration with Senco
- Large number of Access Arrangements leading to rooming issues
- Parent/student requests regarding Access Arrangements

# SENCO V EXAMS OFFICER

**JCQ clearly defines that leading on Access Arrangements is the responsibility of the Senco [Pg 8 of Access Arrangements and Reasonable Adjustments]**

Making decisions

# SENCO V EXAMS OFFICER

The TEO January article mentions 5 areas where the EO might be involved:

- Processing applications
- Training invigilators and facilitators
- Temporary/emergency Access Arrangements/Special Consideration Requests
- Organising rooming and seating
- Notifying candidates of access arrangements

# MY APPROACH

8 Sencos – 1 experienced

- Read everything
- Weekly one hour meetings
- Documentation....

# DOCUMENTATION

National  
Association of  
Examinations  
Officers<sup>cic</sup>

- SPREADSHEET PER YEAR GROUP 10-13
- STUDENT FOLDERS
- COMPUTER USAGE SPREADSHEET
- NOMINATED REST BREAK SHEET
- AA SHEET FOR ROOM

# DEALING WITH PARENTS/STUDENTS

❖ MAJORITY % OF TIME

REFER TO SENCO

❖ Small % of time

Appropriate to deal

❖ Emergency Injury

❖ Reassurance



# CONCLUSION: EFFECTIVE COLLABORATION

- ❖ Regular meetings
- ❖ Clear documentation
- ❖ Be informed