St Hugh's School

BTEC

Registration and Certification Policy

2019/20

Contents

Version 1.

Purpose

- To ensure the register of individual learners to the correct programme within agreed timescales
- To claim valid learner certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

Responsibilities of the Centre

- Register each learner within the awarding body requirements
- Provide a mechanism for programme teams to check the accuracy of learner registrations and external assessment entries
- Make each learner aware of their registration status
- Inform the awarding body of withdrawals, transfers or changes to learner details
- Ensure that certificate claims are timely and based solely on internally verified assessment records
- Audit certificate claims made to the awarding body
- Audit the certificates received from the awarding body to ensure accuracy and completeness
- Keep all records safely and securely for three years post certification

These procedures are in place to ensure compliancy with the registration and certification requirements of Pearson and to prevent inaccurate or false registrations or certification.

Overall Responsibilities

- Exams Officer (EO): timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners. Inform awarding body of any reasonable adjustments or special consideration for individual students. Audit certificate claims and those received from the awarding body to ensure accuracy and completeness. Ensures all records are kept safely and securely for three years post certificate. Ensures external moderation exercises are completed.
- Data Officer (DO): checks registrations, claims and certificates for accuracy and completeness as directed by the EO. Ensures candidate details (accurate name, candidate number, date of birth, ULN and UPN) are available to the EO.
- Subject Leaders (SL): ensures an audit trail of learner attendance, assessment and achievement is accessible and each learner is aware of their registration status. Inform EO of any changes to student details, withdrawals or transfers. Inform EO of any special consideration or reasonable adjustments.
- Lead Internal Verifier (LIV): ensures that an audit trail of learner assessment and achievement is accessible and supports certification claims.

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- Quality Nominee (QN): coordinates and monitors registration and certification procedures within the centre. Ensures external moderation exercises are completed.
- Head of Centre (HoC) and Senior Leaders (SeL): ensures registration and certification policy and procedures are regularly reviewed, disseminated to staff and oversee the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met.

Key Processes

- **Registration:** EO requests candidate details from DO in September. EO requests BTEC course details for individual candidates and course codes from SL (this forms part of the overall predicted grades gathering exercise). EO registers students by the 1st November in the year that the BTEC programme is started. Registration details are checked by the DO and given to SL. EO is notified of any inaccuracies or changes and acts upon these. Copy of registrations is kept by DO in Exam File. Predicted grades (including BTEC registrations) are requested again in February and May. EO to inform Pearson of any registration changes. It is the responsibility of SL to inform the EO of any changes that occur outside of these dates. Attendance is monitored through SIMS by DO and by records held by subject teachers which are monitored by SL.
- **Transfer:** Transfer between programmes at the centre and between centres is permitted. It is the responsibility of SL/LIV to advise the EO of any transfers needed and to ensure that these are accurate and timely, ensuring information about the student's position and progress is communicated. The EO will complete any necessary transfers using Edexcel Online.
- **Withdrawal:** LIV/SL to inform EO when a learner leaves before completion. EO to make withdrawals via Edexcel Online. A withdrawn learner may be reinstated at a later date.
- **Certification:** Credit certification is claimed by the EO via Edexcel Online by 14th June. LIV to ensure assessment records support learner achievement. SL to pass records to EO for information and secure retention. External sampling is the responsibility of the EO/QN. EO to check accuracy of certificates against assessment records once received. DO to recheck accuracy. EO to notify Pearson of any inaccuracies and recheck (along with DO) amended certificates on receipt. EO to organise and store certificates securely until issued to learners.
- **Audit:** QN to review implementation of procedures at key points throughout academic year for all active BTECs.
- **Malpractice:** As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims. This is in addition to the termly scrutiny of work completed by SeL. Where any inaccurate, early/late and fraudulent registrations or certification claims are discovered, the QN will report this to the HoC to instigate internal malpractice procedures and report to Pearson.