Registration and Certification Policy and Procedures

**Aim:**

* To ensure that individual pupils are registered on the correct course within agreed timescales.
* To ensure valid pupil certificates are claimed within the timescales specified by the awarding body.
* To construct a secure, accurate and accessible audit trail to ensure that pupils’ registration and certification claims can be tracked to the certificate which is issued for each pupil.

**The centre will:**

* Register each pupil within the awarding body requirements. The Examinations Officer will request BTEC course details, programme numbers and QAN from the Course Leaders.
* Provide a mechanism for Course Leaders to check the accuracy of the pupil registration.
* At the start of term the Examinations Officer is to send BTEC course details, programme numbers and QAN to the QN for an accuracy check of entries.
* Examinations Officer will register pupils on Edexcel Online by the 1st of November. Confirmation will be printed and distributed to all interested parties.
* Make each pupil aware of their registration status
* Inform the awarding body of withdrawals, transfers or changes to pupil details.
* Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual pupils, e.g. Access Arrangements
* 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 certificate.

**Definitions of key processes in more depth**

* **Registration** : registration initiates our Quality Assurance processes. Pupils following a standard academic year are registered by **1st November** .
* **Transfer**: learners can transfer their registration and achievements to date between centres. Transfer between course is permitted if numbers allow. Procedures need to ensure transfers are accurateand timely. They should also ensure that adequate information about the transferee’s position and progress is communicated between Course Leaders.
* **Withdrawal** : Course Leaders must let the Examinations Officerknow when a pupil leaves before completion, so that Withdrawals can be made via Edexcel Online and a withdrawn pupil may be reinstated at a later date.
* **Certification Claims** : full qualification certification or credit certification is claimed via Edexcel Online. Claims can be made at any time of year, but claims for August certification should be received by the awarding organisation 5th July. As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims.

This review: February 2019

JF/TA