



# ALSTON MOOR FEDERATION

## Samuel Kings School BTEC Registration and Certification Policy

### **Aim**

- To register 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.

In order to do this, Samuel Kings School will:

- Register each learner within the awarding body requirements
- Register each learner on the appropriate programme code, before any assessment activity is completed
- Provide a mechanism for programme teams to check the accuracy of learner registrations
- 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.
- Registration

### **Samuel Kings School procedures for:**

#### **Registering learners**

All BTEC learners are registered in order to claim certificates successfully. A representative from each department gives Pat Sharples (Exams Officer) a list of student names. The Exams Officer checks the lists against the class lists in SIMS and would alert the teachers to any potential mistakes. The Exams Officer registers the

learners on Edexcel online before the deadline in the autumn term. The Exams Officer advises on suitable external assessment dates and informs the board of any withdrawals, transfers or changes to learner details.

## **Transfer**

The transfer of pupils onto a BTEC course is done with consultation between the pupil, their parents, previous school, the assessing teacher, our quality nominee, exams officer and our SLT.

To transfer a pupil onto a BTEC course, the timing and the previous experience of the pupil has to be taken into account. New assessment briefs if needed have to be written, internally verified and a new assessment plan written by the assessing teacher. Any registration onto Edexcel online is done by the Exams Officer.

## **Withdrawal**

For a pupil to withdraw from a course, a conversation should take place between the pupil, their parents, the assessing teacher and SLT. If it is decided that they will withdraw from the course, then this is done by our Exams Officer on Edexcel online.

## **Certification**

In order to securely and accurately certificate learners we will: 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 and keep all records safely and securely for three years post certification. This will be done between the assessing teacher, the lead IV, the quality nominee and the Exams Officer.

## **Monitoring Arrangements**

This policy will be reviewed annually by the Governing Board.

<b>Version Control</b>	
Owned by:	Exams Officer
Approved by:	Education, Pastoral and Curriculum Sub committee
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