

King Alfred's EdExcel BTEC Registration, entry and Certification Policy

Date agreed by the SLT	05/09/2023
Date to be reviewed (<i>maximum 12 months after date above</i>)	06/09/2024
Senior Leadership Team member accountable for review	Deputy HEAD

Person responsible for policy: Emma Frost (Quality Nominee)

This policy will be reviewed every 12 months by Emma Frost

This centre: King Alfreds Academy

Registration, entry & Certification Policy

Aim:

1. To register individual learners to the correct programme within agreed timescales.
2. To claim valid learner certificates within agreed timescales.
3. 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.
4. To enter individual learners for assessment, where required, by published deadlines.

In order to do this, King Alfred's will:

1. Register each learner to meet with Pearson requirements
2. Register each learner on the appropriate programme code, at the start of teaching and prior to any assessment activity
3. Register each learner within the awarding body requirements
4. Check the accuracy of learner registrations by programme leaders and the Quality Nominee entering the information together.
5. Make each learner aware of their registration status.
6. Ensure registration data on Edexcel Online is accurate and up to date, including learner 'estimated completion dates'
7. Inform the awarding body of withdrawals, transfers or changes to learner details by the programme leader, exam officers and/or the Quality Nominee. We keep a track of this internally.
8. Provide a mechanism for programme leads to check the accuracy of individual learner entries
9. Ensure that certificate claims are timely to meet Pearson published deadlines
10. Ensure that certificate claims are timely and based solely on internally verified assessment records. Claims are made with two members of staff present, including the Quality Nominee.
11. Audit certificate claims made to the awarding body.

12. Audit the certificates received from the awarding body to ensure accuracy and completeness.
13. Keep all records safely and securely for three years post certification, in line with Pearson Terms and Conditions.
14. Set programme leaders deadlines for the signing, completion and submission of tracking documentation to be sent to the exams officer.

King Alfred's Procedure includes:

- For **registrations (Pearson deadline of 17th October)**. Before the process starts the programme leaders and QN confirm the courses that are going to be delivered in case they have been altered since July. Any issues will be therefore be followed up by the QN. The exam officer will make the registrations for all course along with the QN helping to get any brand new qualifications accepted by Pearson by requesting on EOL and by e-mailing Pearson on UKapproval@pearson.com. The exams officer requests students to be registered from course leaders. Then the programme leader checks the students and signs to confirm the students. The exams officer enters the students together on both Edexcel Online and into the bromcom system. This is also checked by the QAN code for each course. These are printed by the exams officer and checked by the quality nominee and programme leader for each course and again signed for to confirm. This will also be checked against the bromcom registers. This happens before the end of September of each academic year as the deadline is 31st October. A record of this documentation is kept and tracked. This avoids late registration fees. If students do come onto the course later than this deadline then they will be entered meeting the November deadline.
- The **entering** students into exams for internally/externally assessed units, the programme leader and the exams officer find the course and unit code together. They enter the students into the exam through bromcom and through Pearson. The exams officer prints out the list of learners for checking and signing and these are kept. If there are any issues then they phone Pearson directly. Any error messages are dealt with my communication with Pearson directly, either by e-mail or phone call. For January exams we make entries before 17th October. If we do sit March exams then we enter them by 19th January. For the June series we enter by 21st March.
- If we need to **transfer** students between courses, then the programme leader, quality nominee and the exams officer make these changes on bromcom and EOL. However, if a student does want to change course then they will have a meeting with the head of 6th form or year (KS4) initially. If they still want to change course then we communication with the parents, who have to agree with the transfer. We keep a log of all these students. Once everything has been agreed the exams officer confirms transfer with the programme and then the exam officer completes the transfer.
- For **withdrawals**, usually the student has chosen to leave or to change to a different qualification. In this instance we communicate with the head of 6th form or head of year discuss their withdrawal. If the student still wants the withdrawal to take place then we consult with parents in order to gain agreement about the withdrawal. Once everyone has been informed and given all of the information to make the best possible and well informed decision, the exams officer plus the programme leader or quality nominee make the withdrawal from EOL and from bromcom. We keep a log of all these students.
- For **unit certification**, the programme leaders informs the student that they do not have enough units for the overall qualification. The parents / guardian is informed and then the exams officer along claims the units.
- For **certification**, the exams officer requests completed documentation from the

programme leader / course LIV unit achievement. This is entered by 2 people from the following: - exams officer, QN LIV or programme leader onto EOL before July. A copy of the documentation is kept for records. This is sent to Pearson and certificates are sent back to the centre and verified by the exams officer against the documentation sent by programme leaders / LIV's. Any discrepancies are dealt with by the QN and exam officer. An audit of certification claims will be made to the awarding body, which will ensure accuracy and completeness. These will be kept for 3 years securely.

Links:

- Information manual

This BTEC Registration and Certification policy was agreed by the Curriculum Team on 5/9/2023.....

It will be reviewed within 12 months to take account of:

- Changes to the school environment and organisation
- Advice from the Local Authority and its officers
- National legislation and proposals as is considered appropriate.
- Policy due to be reviewed in 05/09/2024

Signed.....efrost@ka.vale-academy.org.....Quality Nominee

Signed.....cbutterfield@ka.vale-academy.org.....Deputy Headteacher