



ST JOSEPH'S CATHOLIC
HIGH SCHOOL

BTEC REGISTRATION AND CERTIFICATION
POLICY

2020-2022

Date of Review: January 2020
Next Review Date: January 2022

Purpose/Scope of the Policy:

- To ensure that accurate, up to date and auditable centre BTEC registration, achievement and certification records are maintained with Pearson
- That these records are kept for **3 years after certification**, in line with Pearson requirements.

Aim:

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

In order to do this, St Joseph's Catholic High School will:

Register each learner within the awarding body requirements. The Exams Officer emails all Programme Leaders before the end of September requesting learner registration information and BTEC Course details including Programme Title and Course Code.

Provide a mechanism for programme teams to check the accuracy of learner registrations. Two weeks prior to the final registration date (1 November) the Exams Officer will generate learner registration lists for checking by Programme Leaders to confirm accuracy of registrations to allow for amendments to be actioned. A final check is made prior to 1 November when paper records are cross checked between the Exams Officer and the Programme Leader before they are filed in the BTEC Programme Folder.

Make each learner aware of their registration status. Following registration by the Exams Officer, confirmation of registrations is distributed to all Programme Leaders which is then shared with each registered learner.

Inform the awarding body of withdrawals, transfers or changes to learner details. The Exams Officer is responsible for liaising with Programme Leaders, checking registrations and acting on information which requires withdrawal, transfer or a change of learner details by informing the awarding body and making amendments to the learner registration.

Ensure that certificate claims are timely and based solely on internally verified assessment records. Prior to certification deadlines, the Quality Nominee will ask all LIV'S to provide spreadsheet tracking date of learner achievement in internally assessed units together with all learner work for approval of grades prior to submission to the Exams Officer. The Exams Officer will then enter the data which has been quality checked via Edexcelonline.

Audit certificate claims made to the awarding body. Following data entry the Exams Officer generates a printout for each learner which is cross checked by the Programme Leader against the programme spreadsheet data for accuracy of data input.

Audit the certificates received from the awarding body to ensure accuracy and completeness. The Exams Officer audits the certificates against programme spreadsheet data prior to distribution to students on results day. The Exams Officer will raise any queries directly with the awarding body.

Keep all records safely and securely for three years post certification. The Lead Internal Verifier will keep tracking, assessment and internal verification records for a minimum of three years

post certification. The Exams Officer will keep records of all certification claims for a minimum of three years post certification. Programme Leaders will keep student coursework for a minimum of twelve weeks after certification

Definitions/Terminology:

- **Registration:** informs Pearson about students at the beginning of a programme of study
- **Key dates & actions:** deadlines for registration and certification appear in the Quality Assurance Handbook and the Information Manual
- **Certification claim:** the process of informing Pearson of student achievement
- **Unit certification:** student who have not completed sufficient number of credits to receive the full qualification can be certificated for the units that they have achieved

Responsibilities:

- **Exams Officer:** responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for students
- **Programme Leader:** responsible for ensuring student details held by Pearson are accurate and that an audit trail of student assessment and achievement is accessible
- **Quality Nominee:** responsible for coordinating and monitoring the student details held with Pearson
- **Senior Management:** responsible for overseeing the registration, transfer, withdrawal and certificate claims for students to ensure that awarding body deadlines are met.

Further information for the Exams Officer about registration and certification procedures can be found in the Pearson published Information Manual on the Pearson website

<https://qualifications.pearson.com/content/dam/pdf/Support/Information-manual/3-QualificationsOverview-uk.pdf>

This policy will be reviewed every 12 months by the Examinations Officer.