

## Registration & 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, Royal Russell will:

- Register each learner within the awarding body requirements.
- Provide a mechanism for programme teams to check the accuracy of learner registrations
- Make each learner aware of their registration status

- **Exam Officer** asks for entries on 14<sup>th</sup> September and **Course Leader** completes RRS BTEC Registration Document by 21<sup>st</sup> September and submits to Exam Officer.
- **Exam Officer** completes learner registration on Edexcel Online by 28<sup>th</sup> September.
- **Exam Officer** prints screen shot of Learner Registrations and distributes copies to **Course Leaders and Quality Nominee** for checking w.c. 28<sup>th</sup> September.
- **Course Leaders and Quality Nominee** sign screen shots of learner registrations and return to **Exam Officer** by 5<sup>th</sup> October.
- **Exam Officer** prints individual copies of learner registrations and distributes to students through Tutors by w.c. 12<sup>th</sup> October.



- Inform the awarding body of withdrawals, transfers or changes to learner details

- **Learner** collects blue Programme Change Form from **Head of Upper School** to formalise change of BTEC programme.
- Upon receipt of blue Programme Change Form, **Deputy Head Learning** completes RRS BTEC Course Changes/Withdrawals/Transfers Document and submits to **Exam Officer**.
- **Exam Officer** makes amendments to entries on Edexcel Online and sends a screen shot of up-to-date entries to **Course Leader, Quality Nominee and Deputy Head Learning** as confirmation of changes.
- **Quality Nominee** to check accuracy of learner details at regular BTEC Leadership Meeting.

- Ensure that certificate claims are timely and based solely on internally verified assessment records

1. **Course Leader** to meet with **Exam Officer** to collaboratively submit and check entries for Year 12 and Year 13 units to Edexcel Online by 25<sup>th</sup> June using the RRS BTEC Exam Entries Form.
2. **Exam Officer** to ensure all entries are on Edexcel Online by 25<sup>th</sup> June and submitted by 1<sup>st</sup> July to facilitate timely certification.

- Audit certificate claims made to the awarding body

Where a learner does not fully complete all the elements of a programme, the RRS BTEC Course Changes/Withdrawals/Transfers Document will be completed by the **Deputy Head – Learning** and a unit certificate will be issued by the **Exam Officer** listing all units successfully completed. The **Exam Officer** will work collaboratively with the Exam Officer at the new centre (if relevant) to facilitate a transfer of units completed.

- **Exam Officer** to audit the final results received from the awarding body to ensure accuracy and completeness by 15<sup>th</sup> August.


**School Office** to ensure students sign for their certificates as they arrive and are distributed to students.

- **Exam Officer** to keep all records safely and securely for three years post certification.

**Links**

Entries and Information Manual: this is published by Pearson each year and provides detailed information for Exams Officers about registration and certification procedures for all Pearson programmes on our website.

Policy to be reviewed annually by Quality Nominee.

Signed .....  .....  
QN

Date ...3.7.20.....