



SEAHAM HIGH SCHOOL

Registration and Certification Policy

Reviewed July 2020

Seaham High School
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, the centre will:

- Register each learner within the awarding body requirements.
- Provide a mechanism for programme teams to check the accuracy of learner's registrations.
- Make each learner aware of their registration status.
- Inform the awarding body of withdrawals, transfers or changes to learner's details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit the certificate claims made to the awarding body.
- Keep all records safely and securely for three years post certification.

The Centre Handbook States:

Section 6

6.1 Approvals, Registration & Certification

Registration and certification are to be carried out within time guidelines given by Edexcel and as advised by the examinations officer.

6.1.1 Approvals

Following agreement by SLT regarding the running of BTEC courses, programme approval can be applied for by the exam officer (preferably before October 1st). Programme approval documentation should be kept by programme managers throughout the delivery of the qualification and be made available upon request.

6.1.2 Registration

Registration for courses will take place in October. Programme managers are responsible for forwarding course entrants. The programme manager should clearly identify the course and its code and ensure the list is given enabling plenty of time to enter students before the deadline. Late entries are the financial responsibility of the department concerned unless other circumstances are evident such as a new student from another Centre.

The examinations officer is then responsible for registering the students on the relevant course within the specified time and programme managers will check these entries via Edexcel Online. Once the entries are correct, the programme manager should store the entrants within their course file.

6.1.3 Certification

Programme managers should inform unit assessors of the relevant claim deadlines (late June). Once the unit assessor is satisfied that all appropriate criteria are satisfactorily completed by each student they may finally assess the work. Once this has been subjected to standardisation, IV or Standards Verification a claim can be made by the programme manager. All claims must go through the programme manager to ensure the quality process has been followed. The programme manager and relevant IV will then submit claims electronically via Edexcel Online, student tracking matrix to be signed to show 2 people present when marks submitted. Records of this confirmation to be kept within the course file and retained for 3 years after certification.

Standardisation for unit/award claims will be held at the end of the IV process. All students work must be brought with them and a relevant sample will be chosen randomly for scrutiny.

The schedule of IV, and standardisation along with professional integrity should ensure that no fraudulent claims are made by unit assessors. Any suspected malpractice will be subject to procedures outlined in the school policy or Assessment Malpractice Policy (Edexcel).

This policy will be reviewed every 12 months by July 2021