

Ballyclare Secondary School



“Every child deserves a rewarding educational experience.”

Registration and Certification Policy

Date of last review	October 2023
To be reviewed	September 2024

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Purpose 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.

Aims:

1. To register individual learners to the correct programme within agreed timescales.
2. To enter individual learners for assessment, where required, by published deadlines.
3. To claim valid learner certificates within agreed timescales.
4. To construct a secure, accurate and accessible audit trail to ensure that individual learner registration, entries and certification claims can be tracked to the certificate which is issued for each learner.

In order to do this, Ballyclare Secondary School will:

- Register each learner in line with Pearson requirements. During the summer term in advance of the assessed year, Heads of Department will complete their assessment plan for the Examinations Officer for courses to be offered in September. In September the Examinations Officer will download the basedata from the Pearson website to create registration marksheet on SIMS. Heads of Department will manually tick to enter pupils on these marksheets along with the programme code and sign to confirm. The exam officer will add this to SIMS and send the marksheets to A2C. This will take place prior to any assessment activity.
- Provide a mechanism for programme teams to check the accuracy of learner registrations. The Exams Officer generates learner registration marksheets and asks Heads of Department to check and sign this before they are sent. This is completed before the deadline of the 1st of November. These lists are then stored in the BTEC Qualifications Google Drive.
- Make each learner aware of their registration status. Confirmation is provided to students on the units they have been entered for.
- Inform the awarding body of withdrawals, transfers, or changes to learner details. Lead Internal Verifiers need to communicate to the Exam Officer if any student withdraws, transfers or changes units entered. The Exam Officer is responsible for 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. Lead Internal Verifiers must liaise directly with the Exam Officer to make amendments regarding resits or any new starters during the academic year.
- Ensure registration data on Edexcel Online is accurate and up to date, including learner estimated completion dates. Registrations will be checked again on Edexcel by the Exam Officer against class lists ensuring students are registered for the correct internal and/or external assessment. These mechanisms ensure the accuracy of individual learner entries.
- Ensure that certificate claims are timely to meet Pearson published deadlines. Prior to certification deadlines, the Quality Nominee will ask Lead Internal Verifiers to have the report and tracking sheet completed on the BTEC Google Drive. This will contain learner achievement in all external and internal units completed. Lead Internal Verifiers will then use this tracking sheet to enter students results on Edexcel.

- Audit certificate claims made to Pearson by the 5th of July. Following data entry of results on Edexcel, Lead Internal Verifiers link in with the Exam Officer to check certification claims have been made correctly on Edexcel. Lead Internal Verifiers need to make sure they have made a 'Full Award Claim'.
- Audit the certificates received from Pearson, to ensure accuracy. Using Edexcel, the Exam Officer checks the online registration lists against the 'certificate receipt acknowledgement' from Pearson. The Exams Officer will raise any queries directly with Pearson.
- Keep all records safely and securely for three years post certification, in line with Pearson Terms and Conditions. Lead Internal Verifiers will keep tracking, assessment and internal verification records for a minimum of three years post certification. Student's internal coursework must be stored safely in a filing cabinet for a minimum of three years.

Definitions/Terminology:

- **LIV's:** – Lead Internal Verifiers
- **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.

This policy will be reviewed every 12 months by the Quality Nominee