



## **Registration and Certification Policy**

Aim:

- To register individual learners to the correct programme within agreed timescales
- To register individual learners to the correct external assessment 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 registrations and external assessment entries
- Make each learner aware of their registration status
- Inform the awarding body of withdrawals, transfers or changes to learner details
- Ensure that certificate claims are timely and based solely on internally verified assessment records
- Audit certificate claims made to the awarding body
- Audit the certificates received from the awarding body to ensure accuracy and completeness
- Keep all records safely and securely for three years post certification

### **Procedures**

These procedures are in place to enable us to comply with the registration and certification requirements of the awarding body and prevent inaccurate or false registrations, external assessment entries, or certification.

### **Overall responsibilities**

- Exams Officer (EO): responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners
- Programme Leader (PL): responsible for ensuring learner details held by the awarding body are accurate and that an audit trail of learner attendance, assessment and achievement is accessible
- Lead Internal Verifier (LIV): responsible for ensuring that an audit trail of learner assessment and achievement is accessible and supports certification claims.
- Quality Nominee (QN): responsible for coordinating and monitoring registration and certification procedures within the Centre
- Senior Leadership (SL): responsible for ensuring registration and certification policy and procedures are regularly reviewed, disseminated to staff and overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met

### **Registration procedure:**

1. Students should be enrolled on SIMS on the correct course/class within two weeks of starting Yr10.
2. At the start of September, PLs should draw down class lists, add the course code and sign that they are accurate before passing to EO and retaining a copy in the programme file.
3. EO to register learners with awarding body before end of October: ensuring correct course code is used.



4. During first week of November, PLs to check course registration lists and send email to EO to confirm accuracy or notify any changes required. Retain copy of email in Programme File. QN will email out copies of all course registrations for checking. PL to confirm these registrations are correct with the QN.
5. EO to make any required changes and email PL to confirm once these have been made.
6. PL to print off copy of registration list, annotate with registration requirements for externally set assessments and pass to EO. Retain copy of document in Programme File.
7. EO to register learners for externally set assessments and provide PL with confirmation of this.
8. PL to check accuracy of externally set assessments registrations and send email to EO to confirm accuracy or notify any changes required. Retain copy of email in Programme File.
9. New arrivals/late entries can be made within two weeks of starting or leaving the programme using the agreed procedures.
10. At end of November (or when in-year changes are made), PLs to advise learners of their registration number.
11. PLs to ensure attendance data is accurately maintained throughout the year using SIMS.

**Certification procedure:**

12. LIV to ensure assessment records support learner achievement before completing student report forms (SRFs) and passing to PLs for checking.
13. PLs to check accuracy of SRFs: once confirmed as accurate, pass completed SRFs to EO, along with assessment records that need retaining for three-year period. Retain copies in Programme File
14. EO, with PL to submit certification claims via EOL.
15. EO to check accuracy of certificates against assessment records once received: notify Pearson of any inaccuracies and recheck amended certificates on receipt.
16. EO to issue certificates to learners.

**Audit procedure:**

QN to review implementation of procedures at key points throughout each academic year for all active courses. Copy of reviews to be retained in Programme File.

**Discovery of inaccurate, early/late and fraudulent registrations and certifications procedure:**

Where any inaccurate, early/late and fraudulent registrations or certification claims are discovered, QN to escalate to Head of Centre (Headteacher) via SL link (Deputy Headteacher) and Head of Centre/ SM to instigate internal Malpractice procedures and report to awarding body.