

CAMBRIDGE HOUSE GRAMMAR SCHOOL



Examinations Registration and Certification Policy 2020 - 2021

Aims:

1. To register individual learners to the correct programme of study within agreed timescales.
2. To claim valid learner certificates within agreed timescales.
3. 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 to each learner.

In order to do this, we will:

1. Register each learner within the awarding body requirements.
2. Provide a mechanism for programme teams to check the accuracy of learner registrations.
3. Make each learner aware of their registration status.
4. Inform the awarding body of withdrawals, transfers or changes to learner details.
5. Ensure that certificate claims are timely and based solely on internally verified assessment records.
6. Audit certificate claims made to the awarding body.
7. Audit the certificates received from the awarding body to ensure accuracy and completeness.
8. Keep all records safely and securely for three years post certification.

Responsibilities:

Head of centre

- Ensures that the centre's *BTEC registration and Certification policy* is fit for purpose
- Ensures the correct conduct of BTEC qualification delivery.
- Ensures that BTEC qualifications are delivered by appropriately appointed staff

Senior Management Team

- Ensures responsible for regularly reviewing registration and certification policy
- Disseminates information to staff regarding BTEC qualifications
- Oversees the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met

Quality Nominee (QN)

- Ensures students are registered on the appropriate qualification
- Ensures appropriate procedures are in place to internally standardise/verify the marks awarded by subject teachers in line with awarding body criteria prior to certification.
- Monitors Certification procedures within Cambridge House Grammar School
- Liaises with Lead Internal Verifier (LIV)
- Liaises with the BTEC Quality assurance team from the awarding body.

Lead Internal Verifier

- Ensures that an audit trail of learner assessment and achievement is accessible and supports certification claims.
- Liaises with the Quality Nominee

Programme Leader (PL)

- Ensures learner details held by Pearson are accurate and that an audit trail of learner attendance, assessment and achievement is accessible

Subject teacher

- Ensures that candidates are registered for the BTEC qualification at the commencement of the course by passing information to PL and EO.
- Marks internally assessed work to the criteria provided by the awarding body in

- line with the agreed timescales
- Ensures the exams officer is provided with relevant entry codes for subjects and correct registration information at the start of the BTEC program.
- Provides the Exams Officer with the internally verified marks for the qualification. in assuring inputting candidate marks are correct.
- Ensures an audit trail of Learner Attendance is kept
- Liaises with PL and EO

Exams officer (EO)

- Signposts the annually updated publications
- Carries out BTEC Registrations, Transfers, Withdrawals and Certification Claims whilst adhering Pearson Deadlines
- Carries out tasks where these may be applicable to the role in supporting the administration/management of BTEC qualifications
- Ensures that prior achievement of learners is recognised and certificated according to the regulatory requirements.
- Ensures that certificate claims are timely and based solely on internally verified assessment records.
- Audits certificate claims made to the awarding body.
- Audits certificates received from the awarding body to ensure accuracy and completeness.
- Issues certificates to learners
- Keeps records safely and securely for three years post certification.
- Oversees the delivery of BTEC Testing and Examinations
- Oversees the secure storage of BTEC Examinations

Procedures:

Registration

- In the first year of the qualification all confirmed students who wish to complete the course/s are forwarded to the exams officer by the Programme Leader/Subject Teacher.
- The Exams Officer (EO) will detail the full title of the qualification, QAN code and full name of the student to be registered.
- The EO will request Basedata via Edexcel Online
- Registration for a new year group (Year 13) should be completed by the deadline, often the end of October.
- The exams officer will enrol students and receive confirmation before getting this checked and signed off by the class teacher.

Late Registration

This is done in the same way as Registration but can only be done in exceptional circumstances, such as the student joining Cambridge House Grammar School after the initial deadline.

Transfers

Transfer of a learner between programmes at the same centre.

A learner registration may be transferred between programmes approved at the centre with current open validity for registrations; the centre must ensure that the learner is able to complete the programme on to which transfer is made, e.g. that arrangements for accreditation of learning on the existing programme can be made. A learner may not be transferred from an individual unit registration to a full programme (qualification). In such cases, the learner must be re-registered for a full programme.

Transfer of a learner to another centre.

A learner may transfer to another centre; normally if a registration is being transferred, it is to enable the learner to complete the same programme of study. For a certificate to be awarded the learner's record at the final centre will have to show all the required completed units. Prior to transfer it is essential that a comparison of units previously undertaken is made against the requirement of the new programme. The learner must be advised of any additional work that may be needed to meet in full the requirements of

the receiving centre. The initial centre must ensure that all completed units are notified to Pearson, and that all the relevant assessment records are passed to the receiving centre. The receiving centre should not process the transfer until all previous achievement has been notified.

Withdrawals

LIV/Subject Teacher must let EO know when a learner leaves before completion, so that Withdrawals can be made via Edexcel Online/MIS and a withdrawn learner may be reinstated at a later date.

A learner may be withdrawn from a course if they have left Cambridge House Grammar School up to 14 days before results are published. Withdrawals are discussed with learner and parent and agreed with the Quality Nominee then passed to the Exams Officer to process. Although a centre cannot normally withdraw a candidate after they have sat an exam or test. The centre may be able to do so under exceptional circumstances by emailing examsofficers@pearson.com providing the reasons for requesting withdrawal with signed candidate consent. These requests will be managed on a case by case basis.

Claiming Certification

Before Cambridge House Grammar School can claim certification for any learner, the following must be completed

- The learner must have completed all necessary components of the course.
- Any outstanding Internal Verification procedures must have been carried out.
- Any amendments/actions, as identified within the standards verification report, have been carried out, e.g. the report requires the centre to check other assessments, learners to improve work etc.

The process for claiming learner certification is as follows:-

- All grades on the subject based tracker, My BTEC, are to be checked by the lead IV in consultation with the relevant subject teachers to ensure accuracy.
- The Lead IV and a nominated person within each programme area is to enter the grades on to the centrally held grade tracker.
- The Exams Officer together with the Quality nominee or PL (if EO and QN are same person) are to enter the grades for each candidate and subject area through the online BTEC bulk grade reporting system or MIS system.
- Whichever process is used to claim certification it cannot be done alone as all
- entries must be double checked for accuracy.

- All certification claims for must be complete by end of June in any one academic year

Signed:  (Principal)

Signed:  (Vice-Chair of
Governors)

Date: 20/04/2021

BTEC – Timeline for Registration, Amendment and Certification

