

Registration and Certification Policy



Abbotsholme School 2018-19

BTEC Registration and Certification Policy and Procedures

Next review: September 2019

Aims:

To ensure that individual students are registered on the correct programme within agreed timescales.

To ensure valid student certificates are claimed within the timescales specified by the awarding body.

To construct a secure, accurate and accessible audit trail to ensure that student's registration and certification claims can be tracked to the certificate which is issued for each student.

The Centre will:

Register each student within the awarding body requirements. The Examinations Officer will send a memo to the Head of Department requesting BTEC Course details, Programme Number and QAN. (EO, LIV, QN).

Provide a mechanism for programme teams to check the accuracy of the student registration. At the start of term Examinations Officer to send Head of Department set lists for checking with Programme Number and QAN. Head of Department to return with any amendments. Meeting held between Examinations Officer and Head of Department regarding checking of entries. (EO, QN)

Make each student aware of their registration status. (Subject Leader/LIV, EO)

Inform the awarding body of withdrawals, transfers or changes to student's details. (EO acting on information from Form Tutor, Subject Leader/LIV, QN)

Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students. (EO, LIV)

Ensure that certificate claims are timely and based solely on internally verified assessment records. (EO, QN, LIV)

Audit certificate claims made to the awarding body. (EO and QN)

Audit the certificates received from the awarding body to ensure accuracy and completeness.

Keep all records safely and securely for three years post certification.