



Sir Christopher Hatton Academy

A Member of Hatton Academies Trust



Registration & Certification Policy



Registration & Certification Policy

- Aims:**
- to register individual students to the correct programme within agreed timescales
 - to claim valid student 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 student within BTEC requirements
- provide a mechanism for programme teams to check the accuracy of student registrations
- make each student aware of their registration status
- inform the awarding body of withdrawals, transfers or changes to student 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.

The procedure for BTEC – Registration QCF

- The exams and data manager will register each student onto the correct BTEC programme via Edexcel Online
- By the end of September each academic year the for each BTEC principle subject area will pass the exams and data manager the names of all learners in the principle subject areas for which they are responsible



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- The programme title and level that each student are registered to must also be included – a proforma will be issued to Lead IVs that must be used for this purpose
- The Lead IVs and the Quality Nominee must check via Edexce Online that students are registered on the correct program. Any omissions must be reported to the exams and data manager immediately via e-mail and verbally

The procedure for BTEC – Registration/Examinations NQF

- Lead Internal Verifiers for each BTEC NQF Subject Area to meet with the exams and data manager in July to discuss courses for the following academic year.
- In September the exams and data manager will download basedata and check with Lead Internal Verifiers and the Quality Nominee to confirm and answer any queries regarding entries based on this or any other .
- Marksheets will be created and entries made electronically on SIMS by the exams and data manager. These will be checked and amended by Lead Internal Verifiers prior to final registration deadline in October.
- Once final registrations are made the Lead Internal Verifiers and the Quality Nominee must also check via Edexce Online that students are registered on the correct program. Any omissions must be reported to the exams and data manager immediately via e-mail and verbally
- Registrations will be checked again on Edexcel online and amended again as necessary when the results files are sent in May/June. This ensures that any mid-year starters are entered and any course or level changes are corrected.
- Lead Internal Verifiers must liaise directly with exams office staff to make entries for the on-line testing (and resits) and all other external assessments. This will be throughout the academic year and must be in line with assessment plans issued to Standards Verifiers
- An exams officer will be allocated who will liaise with the Lead Internal Verifier to confirm administration and governance of the external assessment in-line with awarding body regulations.



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The procedure for BTEC - Certification

- The Lead internal Verifier for each principle subject areas checks course unit mark sheets against internal verification documents
- When they are satisfied that all units have been internally verified and any remedial action as a result of internal verification has been actioned and signed off, unit grades and certification will be claimed using Edexcel Online
- When claiming certification, whether unit or the whole qualification, completed assessment records only must be referred to
- When certificates are received in centre the Examinations Officer will check them with the lead internal verifier of each principle subject area, against completed assessment records, before issue

NOTE: the lead IV should advise Edexcel of all learners who have withdrawn from programmes through Edexcel Online

This policy will be reviewed every 12 months

Quality Nominee	parsonsa@hattonacademy.org.uk	10/2016
LIV Applied Science	martina@hattonacademy.org.uk	10/2016
LIV Business	coej@hattonacademy.org.uk	10/2016
LIV Health & Social Care	mcloughlind@hattonacademy.org.uk	10/2016
LIV Information Technology	coej@hattonacademy.org.uk	10/2016
LIV Music	jeffsc@hattonacademy.org.uk	10/2016
LIV Sport	hughesj@hattonacademy.org.uk	10/2016