



# **EXAMS POLICY REGISTRATION & CERTIFICATION**

**Mount St Joseph Document Control Table**

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**Document History**

<b>Version</b>	<b>Date</b>	<b>Notes on Revisions</b>
1.0	1 <sup>st</sup> Sept 2018	Revised Registration and Certification Policy
	1 <sup>st</sup> Sept 2019	Reviewed no amendments recommended
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## ***A Community of Learners, Believers, Friends***

*We believe that every child is uniquely created and loved by God and called by Him to fulfil a special purpose. It is our privilege to help each child to identify, nurture and use his/her talents to build a better world. To this end we will work in partnership with parents, parishes our community of schools and with the wider community.*

### **1. Aims and Objectives of the policy**

#### **1.1 Aims**

Mount St Joseph is committed to ensuring that standards of registration and certification are consistent, transparent and in line with the requirements of our awarding bodies.

#### **1.2 Objective**

a) To ensure all learner registrations and certification claims are accurate, open and transparent.

### **2. Range and scope of the policy**

The range of the policy covers all BTEC courses and offered at Mount St Josephs but may well apply to other assignment-based courses should they become a part of the curriculum in future.

### **3. Registering learners with Pearson**

All learners undertaking Pearson qualifications at either level 1, level 2 or level 3 on either the QCF or NQF framework must be registered prior to the Pearson set deadline (usually 31st October) in their first year of the qualification.

The registration process is as follows.

- a) In September of the first year of the qualification, all confirmed student class lists should be forwarded to the exams officer detailing the following i. Full title of the qualification to be studied ii. QAN code iii. Full name of student(s) to be registered
- b) The exams officer is to register the students through the appropriate means
- c) Confirmation of registration is to be obtained by the exams officer

- d) Once registration is confirmed, class lists are to be returned to the relevant class teacher(s) detailing the names of the students and the course the students are registered for.
- e) The class teacher is to sign the list to confirm its accuracy and return to the exams officer for storing.

#### **4. Registration of learner's part way through a course**

Should any learner be required to register on a course part way through the course, this must be done as outlined in section 3. Learners can only be registered late on to the course if circumstances prevented the learner from being registered at the start of the course. E.g. late entry in to the school.

#### **5. Transferring of learners**

##### **5.1 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.

##### **5.2 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.

#### **6. Certification of Learners.**

6.1 Before the school can claim certification for any learner, the following must be completed:

- a) The learner must have completed all necessary components of the course
- b) Any outstanding Internal Verification procedures must have been carried out.

- c) 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.

6.2 The process for claiming learner certification is as follows:

- a) All grades on the subject based tracker are to be checked by the Lead IV in consultation with the relevant subject teachers to ensure accuracy.
- b) The Lead IV and a nominated person within each programme area is to enter the grades on to the centrally held grade tracker.
- c) The exams officer together with the Lead IV is to enter the grades for each candidate and subject area through the online BTEC bulk grade reporting system where possible.
- d) Where using the BTEC bulk grade reporting system is not possible or appropriate certification is to be claimed through the online individual learner reporting process.
- e) Whichever process is used to claim certification it cannot be done alone as all entries must be double checked for accuracy.

### 6.3 Certification timeline

All certification claims for must be complete by 5th July in any one academic year.