

# **Salendine Nook High School (Academy)**

## **BTEC**

## **Registration and Certification (Non-Statutory)**

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<b>Produced by:</b>	<b>Mrs J Hornsby / Mrs V Billcliff</b>
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## Aim

1. To register individual learners to the correct programme 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 for each learner.

In order to do this, Salendine Nook High School will:

- Exams Officer to register each learner within the awarding body requirements.
- The examinations Officer will email each programme leader at the start of the academic year requesting BTEC Course details – qualification title, QAN code and names of learners. Programme leader to return details to EO. Learners must be registered on Edexcel Online on the appropriate programme code, before any assessment activity is completed. **Learners must be registered as a BTEC learner on Edexcel online on the appropriate programme code, before any assessment activity is completed.**
- Provide a mechanism for programme teams to check the accuracy of learner registrations. The Exams Officer will provide Lead Internal Verifier's (LIV) with copies of learner registrations to confirm as correct. LIV's to check they are correct by email (copying in the QAN) and inform exams of any removals / additions.
- Provide a mechanism for programme teams to check the accuracy of the previous year's student registrations. At the start of the academic year EO will request that programme leaders review the previous year's registrations on Edexcel online, and confirm this has been completed by email to EO.
- Make each learner aware of their registration status.
- Exams Officer (EO) will inform the awarding body of withdrawals, transfers or changes to learner details in a timely manner. EO to act on information from programme leaders.
- EO to inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students.
- Ensure that certificate claims are timely and based solely on internally verified assessment records (EO and LIV).
- LIV's and QN to verify the accuracy of certification claims including matching grades agreed by the Standards Verifier where sampling has taken place.
- Any inaccurate or potentially false claims will be reported via centre Senior Vice Principal to Pearson.
- Exams Officer will audit certificate claims made to the awarding body to ensure accuracy.
- Exams Officer will audit the certificates received from the awarding body to ensure accuracy and completeness.

Lead IVs will keep all records safely and securely for three years post certification, and store these in the central vocational area (password protected).