

REGISTRATION AND CERTIFICATION POLICY

Approved/reviewed by	
Approved by Mr C Wilson	
Revised by Mrs S Wolverson	
Date of next review	October 2024

Aim of Policy

1. To register individual learners for the correct programmes within the correct timescale. (Aim, ASDAN and The Prince's Trust)
2. To ensure learners are entered for externally assessed units where necessary.
3. To claim valid learner certificates by an agreed deadline.
4. To ensure that individual learner registration and certificate claims are accurate and secure.

Actions:

- Learners will be registered within the awarding body requirements.
- Ensure each learner is aware of their registration on courses.
- Inform the awarding body of any withdrawals, or changes to learner details.
- Where the programme requires, learners will be entered for the necessary externally assessed units in accordance with the Awarding Bodies requirements.
- Exam information will be distributed to learners and staff by the Exams Officer prior to the examination date.
- Ensure that certificate claims are made by the deadlines set.
- Keep all certificates secure as per Certificate Issue Procedure and Retention Policy

Practice:

Heads of Faculties will provide information relating to courses for publication in prospectus and electronically. Such information should outline the requirements of the course, This will be shared to parents and students via the school website under the schools long term plans for each class.

A period of time of induction will be given to learners undertaking new courses/units but it is envisaged that withdrawals will be at a minimum with robust information, advice and guidance processes. Registration will be made by the Exams Officer at the end of this induction.

Teachers will speak to learners personally who they feel may struggle to engage with the course materials and or the assessment procedures. Teachers should always look to tailoring the methods of assessment to suit the individual needs of learners in order to make courses accessible, any interventions should be put on SOLAR. Teachers will ensure students are aware of school policies relating to Examinations and where to find these policies within the school website.

The examination officer shall ensure that a robust system of registration is in place to ensure that all learners are registered on courses in line with Awarding Bodies requirements and within deadlines. Such a system should take account of checking details of learners, the level of course, the names of the relevant units from the course, the course they have been registered onto and the need to cross check all details with Faculty Leaders.

The Examinations Officer shall ensure that all learners are aware of their learner status and that withdrawals or changes to any learners details are kept up-to-date and that examination boards have been notified. The Examinations Officer shall ensure that timely certificate claims are made and that they are based solely on internally verified records and that these are made to the awarding body as per their guidelines. On receipt, all certificates should be audited to ensure accuracy and completeness. The Examinations Officer shall ensure that all records are kept safely and securely post certification for recommended periods of time in line with examination board requirements and Queensbury's Certificate Issue Procedure and Retention Policy whichever is the longer. The Examinations Officers should ensure that unit certification takes place for learners who have not completed sufficient number of units to receive the full award but can be certificated for the units that they have achieved where the awarding body allows these claims