

### We ensure that:-

- We register individual learners to the correct programme within agreed timescales.
- We register individual learners for assessments, where required, by published deadlines.
- We claim valid learner certificates within agreed timescales.
- We maintain 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.

### The Examinations and Data Officer is responsible for ensuring that we:

- Ensure all relevant approvals are in place for programmes being offered, prior to starting delivery and assessment
- Register each learner within the awarding body requirements;
- Register each learner on the appropriate programme code, at the start of teaching, and prior to any assessment activity;
- Provide a mechanism for programme teams to check the accuracy of learner registrations;
- Make each learner aware of their registration status;
- Inform the awarding body of withdrawals, transfers or changes to learner details;
- Ensure registration data on Edexcel Online is accurate and up to date, including learner 'estimated completion dates';
- Ensure that registration and entries for PSAs/external assessments are made on time;
- Ensure that certificate claims are timely (meeting published deadlines) 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 (in line with Pearson Terms and Conditions);

### Approval of new programmes

- Where the school wishes to deliver a new programme (either because of a change in our curriculum offer or because of a change in specification) the Quality Nominee will instruct the Examinations and Data Officer to register the new programme.
- The Quality Nominee will be responsible for ensuring that the conditions of offer of the programme are adhered to.

### Enrolment, registration and withdrawal process summary:

- Most students will usually opt for their BTEC course during the KS4 or KS5 options process (Years 9 and 11 respectively). IAG (Information, Advice and Guidance) will be provided to students and parents through the options evenings, subject staff and tutors;

- The Examinations and Data Officer conducts, annually, a registration exercise in the first half term of the year to check registrations so that these can be made prior to the Pearson deadline (01 November). These are checked by Programme leaders and sampled by the DHT (Achievement);
- Where students arrive mid-year the DHT (Achievement) for KS4 or AHT (Sixth Form) for KS5 will be responsible for ensuring that the learner is suitably informed about their curriculum choices so that an informed decision can be made. This may involve transferring registrations from a previous centre;
- Where students leave during the year, the examinations officer will check with the DHT (Achievement) or AHT (Sixth Form) whether their registration should be withdrawn, and process a withdrawal as appropriate;
- Where students change their curriculum (e.g due to ill health), the relevant DHT or AHT will notify the examinations officer who will process a withdrawal where necessary;
- In a small number of cases it may be appropriate for learners to change courses (for example in the sixth form early in Year 12 or at the end of Year 12). In such instances, the DHT (achievement) for KS4 or AHT (Sixth Form) for KS5 will ensure that the learner is suitably informed about their curriculum choices so that an informed decision can be made;

#### **Recording learner achievement process summary:**

- Programme leaders for each subject will be responsible for the recording of learner achievement and the keeping of such records as necessary to comply with the rules and regulations set down by Pearson, including the retention of data for the time required by Pearson.

#### **Internal/external assessment entries**

- Prior to each season the examinations officer will require programme leaders to confirm entries.
- These will be checked and sampled by the DHT (Achievement) for KS5 and AHT (Sixth Form) for KS5.
- The examinations officer will then make the required entries and organise the assessments as per Pearson/JCQ guidelines

#### **Certification process summary:**

- Programme Leaders will liaise with the Examinations and Data Officer at the completion of a BTEC course. The Examinations and Data Officer will ensure that the results of students for each qualification and unit are reported to Pearson. Once results are issued these will be checked against centre records and any discrepancies investigated.
- Certificates are kept securely in school. Where students are still in school (e.g. in Sixth Form collecting KS4 certificates) they may collect certificates from the examinations and data officer. Where students have left the school a letter will be sent to the students address informing them that certificates are ready for collection. ID is required.
- Unclaimed certificates are retained for a minimum period of 12 months and efforts will be made to track down the student. Unclaimed certificates will only be destroyed in line with JCQ/Pearson guidance.
- Records are kept of all issued and destroyed certificates.

P Wheatley, Quality Nominee

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