



Wychwood School
OXFORD

BTEC REGISTRATION AND CERTIFICATION POLICY AND PROCEDURES

Author: GT MCO

Last Reviewed: September 2020

Date of Next Review: September 2022

Aim:

- ❖ To ensure that individual students are registered on the correct programme within agreed timescales.
- ❖ To ensure valid student certificates are claimed within the timescales specified by the awarding body.
- ❖ To construct a secure, accurate and accessible audit trail to ensure that student's registration and certification claims can be tracked to the certificate which is issued for each student.

Wychwood will:

- ❖ Register each student within the awarding body requirements. The Examinations Officer will send the estimated entries documentation to the Head of Department (GT) requesting BTEC Course details, Programme Number and QAN.
- ❖ Provide a mechanism for programme teams to check the accuracy of the student registration. At the start of term Examinations Officer to send Head of Department set lists for checking with Programme Number and QAN. Head of Department to return with any amendments. Meeting held between Examinations Officer and Head of Department regarding checking of entries. All entries should be checked and returned with a signature.
- ❖ Examinations Officer will register students on Edexcelonline by the 1st of November. Confirmation will be printed and distributed to Head of Departments.
 - ❖ A copy of BTEC registrations will be filed with the QN after 1st November
- ❖ Inform the awarding body of withdrawals, transfers or changes to student's details. (EO acting on information from LIV and QN)

- ❖ Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students. (EO, LIV)
- ❖ Ensure that certificate claims are timely and based solely on internally verified assessment records. (EO, QN, LIV) This will be done through meeting with department heads. Department heads to provide IV documentation.
- ❖ Audit certificate claims made to the awarding body. (EO and QN)
- ❖ Audit the certificates received from the awarding body to ensure accuracy and completeness. (EO)
- ❖ Keep all records safely and securely for three years post certificate.(EO, QN, LIV)
- ❖ Registration: registration initiates our Quality Assurance processes. Learners following a standard academic year are registered by 1st November.
- ❖ Transfer: learners can transfer their registration and achievement to date between centres. Transfer between programmes is permitted. Procedures need to ensure transfers are accurate and timely. They should also ensure that adequate information about the transferee's position and progress is communicated.
- ❖ Withdrawal: LIV/Programme leader must let EO know when a learner leaves before completion, so that Withdrawals can be made via Edexcel Online and a withdrawn learner may be reinstated at a later date.
- ❖ Certification Claims: full qualification certification or credit certification is claimed via Edexcel Online or by paper Student Report Forms (SRFs). Claims can be made at any time of year, but claims for August certification should be received by the awarding organisation by July 5th. As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims.

Abbreviations: EO, Exams officer; QN, Quality nominee; LIV, Lead Internal Verifier