

THE MANOR – A FOUNDATION SCHOOL POLICY DOCUMENT

May 31, 2010
(Ratified 1st July
2010)



BTEC REGISTRATION AND CERTIFICATION POLICY
RESPONSIBLE COMMITTEE: ACADEMIC

Aims:

- To register Learners to the correct programme within the timescale defined by the examination board and agreed by the College
- To obtain Learners certificates in good time
- To create and maintain a secure and accessible system that provides Learners with the correct certification

We will:

- Register each Learner with the examination board in good time
- Allow Programme Leaders to check the accuracy of Learner registration
- Make each Learner aware of their registration status
- Inform the examination board of changes to Learner details
- Ensure that certification claims are timely and based solely on fully verified assessment records
- Make certification claims to Examination Board
- Audit certificates received from Examination Board for accuracy and completeness
- Keep all records securely for three years post certification

Responsibilities:

- **Exams officer:** Responsible for timely, accurate and valid registration, transfer, withdrawal and certification claims for Learners.
- **Programme Leader:** Responsible for ensuring Learner details held by college and the Examination Board are accurate and that an audit trail of Learner assessment and achievement is accessible.
- **Quality Nominee:** Responsible for monitoring and coordinating the Learner details held by college and Examination Board. Responsible for overseeing Learner registration, assignment and assessment verification, transfer, withdrawal and certification claims.

Policy to be reviewed annually by Quality Nominee.