



**GURU GOBIND SINGH KHALSA COLLEGE**

**BTEC REGISTRATION AND  
CERTIFICATION  
POLICY AND PROCEDURES  
2020-2021**

Date: November

Version 1.1

Review date: September 2021

These procedures are in place to enable us to comply with the registration and certification requirements of Pearson and prevent inaccurate or false registrations, external assessment entries, or certification.

### **AIMS:**

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

### **REGISTRATION**

1. The College will register each student within the awarding body (Pearson) requirements and provide a mechanism for programme teams to check the accuracy of the student registration. All learners undertaking Pearson qualifications, must be registered prior to the Pearson set deadline (1<sup>st</sup> November) in the first year of the qualification.
2. The college will ensure each student is registered with the appropriate programme code, before any assessment is completed.

The registration process, at GGSK College, is as follows:

- a) By 30<sup>th</sup> September of the first year of the qualification, all confirmed student class lists should be forwarded to the examinations officer (Mrs Dodwal), by the relevant programme leader (Gurinderjit Sidhu (IT), (Venkatesh Chandrasekaran (Applied Science))), detailing the following:
  - i. Full title of the qualification to be studied
  - ii. QAN code
  - iii. Full name and DOB of students(s) to be registered

- b) The examinations officer, Mrs Dodwal is to register the students through Edexcel Online
- c) Confirmation of registration is to be obtained by the examinations officer
- d) Once registration is confirmed, class lists are to be returned to the relevant programme leader (Gurinderjit Sidhu (IT) and Venkatesh Chandrasekaran (Applied Science)) detailing the names of the students and the course the students are registered for
- e) The programme leader is to sign the list to confirm its accuracy and return to the examinations officer for storing.
- f) Provide each student with confirmation of their registration.

### **LATE REGISTRATION**

Should any learner be required to register on a course part way through the course, this must be done as outlined in section 1. Learners can only be registered late onto the course if circumstances prevented the learner from being registered at the start of the course. E.g. late entry in to the College.

### **TRANSFERS**

From time to time we may receive students from other centres who are part-way through their BTEC courses. This can also happen the other way round; students may leave us and enrol with another college. To enable an effective transfer process, please follow the steps below.

Contact the exams officer or quality nominee to process transfer via Edexcel Online. Provide the following information:

- i. Learner name and date of birth
- ii. Learner registration number
- iii. Centre name and number
- iv. Programme number and title

Registration of all students transferring to our centre for a BTEC course must take place within 5 working days of the student starting.

## **TRANSFER BETWEEN BTEC PROGRAMMES**

A learner registration may be transferred between programmes approved at the centre with current open validity for registrations; the centre must ensure that the learner is able to complete the programme on to which transfer is made e.g. that arrangements for accreditation of learning on the existing programme can be made.

The examinations officer, Mrs Dodwal, must inform Pearson, via Edexcel Online, within 5 working days of any transfers between programmes.

## **WITHDRAWALS**

Programme leaders must ensure that the examinations officer, Mrs Dodwal, is informed as soon as possible if a learner leaves before completion, so that withdrawals can be made via Edexcel Online. A withdrawn learner may be reinstated at a later date only with the consent of the head teacher, Mr Toor.

## **REASONABLE ADJUSTMENTS**

The examinations office (Mrs Dodwal) will inform the awarding body, Pearson, where the school is able to apply for reasonable adjustments or special consideration for individual students.

## **CHANGES TO LEARNER DETAILS**

Any changes to learner details must be informed to the awarding body as soon as possible. The learner, assessor, LIV or Quality Nominee, must inform the Examinations Officer, who will inform Pearson. Confirmation will be provided to the learner as soon as the change is made.

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Once the relevant programme leader has checked the accuracy of the entries, the students are to be provided with confirmation of their entry. If there are any inaccuracies, the student should inform their programme leader, who will then liaise with the examination officer to correct any errors, as appropriate.

## **CERTIFICATION**

1. Before the College can claim certification for any learner, the following must be completed:
  - a) The learner must have completed all necessary unit components of the course
  - b) Any outstanding Internal Verification procedures must have been carried out (see Assessment and IV Policy)
  - c) Any amendments/actions, as identified within the standards verification report (if appropriate), have been carried out, e.g. the report requires the centre to check other assessments, learners to improve work etc. This is to be checked by the Quality Nominee.
  
2. The process for claiming learner certification is as follows:
  - a) All grades on the subject based tracker are to be checked by the lead IV, for each programme, in consultation with the relevant subject teachers to ensure accuracy.
  - b) The Lead IV within each programme area is to enter the grades on to the grade tracker (on SIMS assessment).
  - c) The Examinations Officer, Mrs Dodwal, together with the Quality Nominee, Gurinderjit Sidhu, are to enter the grades for each candidate and subject area through the Edexcel Online. This part of the process cannot be undertaken by just one person. Two people, minimum, must be present in order to double check the process.
  - d) All certification claims must be complete by 15th July in any one academic year.
  - e) The Examinations Officer and Quality Nominee will check the certificates for accuracy and completeness when received and before they are given to the learners. Any inaccuracies will be reported to the awarding body immediately.
  
3. Keep all records safely and securely for three years post certificate

### **Key dates:**

Registration lists to examinations Officer by:	30 <sup>th</sup> September 2020
Registration on Edexcel Online by:	1 <sup>st</sup> November 2020
Transfer from another centre registration:	5 working days from transfer
Withdrawal from course:	5 working days from withdrawal
Late registration:	5 working days from start
Upload all results	15 <sup>th</sup> July 2021

Key Links:

**<https://qualifications.pearson.com/en/support/support-topics/exams/exam-timetables.html>**

Signed:



Mr A Toor (Head of Centre)