



YSGOL GATHOLIG CRIST Y GAIR CHRIST THE WORD CATHOLIC SCHOOL



EXAM

Registration of Certification Policy Procedure
January 2025



Christ the Word Catholic School

Ysgol Gatholig Crist y Gair

Name of Policy / Procedure	Registration Certification Policy Procedure
Issue date	January 2025
Review date	January 2026
GB committee responsible for the policy	Curriculum, Standards and Performance Committee
Staff member responsible for writing, reviewing and updating the policy	Headteacher
Person responsible for monitoring implementation of the policy	Chair of Curriculum, Standards and Performance Committee
Workload impact assessment	High

Teacher Workload Impact Assessment

- High impact:* Policy implemented by teachers on a daily / weekly basis
- Medium impact:* Policy implemented by teachers on a monthly / termly basis
- Low impact:* Policy implemented by teachers on an annual basis
- Not applicable (n/a)* Policy is not implemented by teachers

- ❖ This policy has been adopted for use at Ysgol Crist y Gair based on the North Wales Schools model policy.

1. Aim :

The aim of this procedure is to:

- ensure that individual students are registered on the correct programme within agreed timescales.
- ensure valid student certificates are claimed within the timescales specified by the awarding body.
- 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.

The Centre will:

- Register each student within the awarding body requirements ○ The Examinations Officer will send a memo to the Head of Faculty requesting BTEC Course details, Programme Number and QAN. (EO, HOF/LIV, QN).
- 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 Faculty set lists for checking with Programme Number and QAN. Head of Faculty to return with any amendments. Meeting held between Examinations Officer and Head of Faculty. regarding checking of entries. (EO, QN, HOF)

The Examinations Officer will:

- Register students ○ Confirmation of registration will be printed and distributed to Heads of Departments.
- Make each student aware of their registration status. (Subject Leader/LIV, EO) • Inform the awarding body of withdrawals, transfers or changes to student's details.
- Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students. (EO, HOY/LIV)
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Certification will be claimed by end of July each academic year.
- Grades will be submitted to the EO by the end of June on school secure systems. (EO, QN, HOY/LIV)
- Audit certificate claims made to the awarding body. EO and QN to cross check and confirm final grades.
- Audit the certificates received from the awarding body to ensure accuracy and completeness.
- EO and QN to cross check certificates against grades submitted via 'Edexcelonline'.
- Keep all records safely and securely for three years post certificate. (EO, QN, HOY/LIV)

2. Definitions of Key Processes

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. When a learner transfers from another centre EO will contact the centre and arrange for the transfer of candidate work. HOY will then liaise with the LIV to hand over work. EO acting on information from Form Tutor, Subject Leader/LIV, QN HOY. EO to contact relevant examining body directly to check and confirm process.

Withdrawal: HOY/LIV/Teacher must let EO know when a learner leaves before completion, so that Withdrawal can be made via 'Exawarding' body portal 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 5th July. As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims.

3. Abbreviations & Delegations

<i>Title used for this policy/procedure:</i>	<i>Delegated to:</i>
Exams Officer EO	Chris Martin (CMA) School Curriculum, Timetable, Assessment & Performance Manager
Quality Nominee QN	Mark Cohen (MCO) Assistant Headteacher
Head of Year HOY	Sarah Evans (SEV) Head of Year 10 Alex McKenzie-Chadwick (AMA) Head of Year 11
Lead Internal Verifier LIV	Lucy Feliciello (LFE) Deputy Headteacher
Head of Faculty HOF	