Westfield Academy

Seeing the qualities in every child

Westfield Academy - Registration and Certification Procedure 2022/2023

Aims

- To ensure that all students are registered for the correct programme within the agreed timescales as decided by the relevant awarding body
- To claim for valid student certificates within the agreed timescales as decided by the relevant awarding body
- To ensure that there is a secure, accurate and accessible audit trail displaying all steps in a students' learner journey; registration and certificate claims.

In order to do this the centre will:

- Register each student within the awarding body requirements, ensuring that students are on the appropriate programme code before any assessment activity is completed
- Provide a mechanism for the subject teams to check the accuracy of student registrations and external assessment entries
- Make students aware of their registration status
- Inform the awarding body of any late registrations, withdrawals, transfers or changes to a students details in a timely fashion
- Ensure that along with timely registrations, entries for Pearson Set Assignments made in good time
- Ensure that certificate claims are timely and based solely on internally verified assessment records
- Ensure that certificate claims are accurate and audit certificate claims made to the awarding body
- Audit certificate received from the awarding body ensuring accuracy and completeness reporting any anomalies at the earliest convenience
- Keep all records safe and secure for three years post certification
- Securely destroy, if instructed by the awarding body, any incorrect certificates received in centre. Return to the awarding body, if instructed to do so, any incorrect certificates received in centre.
- Maintain up-to-date on any changes to the registration or certification process published by the awarding body or guidance via JCQ (Joint Council for Qualifications)

Registration Procedure

- Students should be enrolled on Bromcom (the schools current MIS) on the correct class/course within two week of starting in Year 10
- Programme leaders should provide the exams officer with information regarding the specification and course code that the students will be studying no later than the end of September
- The exams officer will ensure that student are current on SIMS Examinations Organiser ready for registration
- The exams officer will register students with Pearson before the end of October, ensuring that the correct course code is used.
- During the first week of November the programme lead will check the course registration lists for programmes using Edexcel Online and send an email to the exams officer to confirm the accuracy or notify

any changes required. The programme leader should work with the quality nominee to ensure all registrations are complete and accurate

- The exams officer will make any amendments and email the programme leader once these have been completed
- New arrivals/late entries can be made within two weeks of starting or leaving the programme using the agreed procedures

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Entry for Pearson Set Assignments/External Assessment Procedure

- The exams officer will make all student entries for PSA's/External assessments as directed by the teachers. These will be submitted through Edexcel online and students will be notified of upcoming assessments/PSAs by their teachers

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Withdrawal Procedure

- The exams officer will be alerted by members of staff if a student leaves a course, this could be that the student has left the school or changed their option choices
- When it has been confirmed that a student will no longer be studying the exams officer will withdraw the candidate via EOL
- If applicable the exams officer may choose to delete a learner rather than withdrawing, up until 31 January for registrations of that year. This process will be carried out via EOL for students who have not had any units claimed and are not booked into an external assessment.

Certificate Procedure

- The lead internal verifier is to ensure that assessment records support learner achievement before completing student report forms (SRFs) or the online equivalent before passing on to the programme leader to check
- Programme leaders will check the accuracy of SRFs or online equivalents. Once confirmed that they are accurate, the claim needs to be made to the awarding body either via the exams officer if achievement recorded on SRFs or directly with the awarding body online (EOL)
- The exams officer to check that all claims have been made and that the certificates received in centre are accurate (match EOL). The exams officer will contact Pearson with any inaccuracies and recheck the amended certificates upon receipt
- Exams officer to issue certificates to students

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Simon Dallimore	Abbie Taylor
Head of Centre	Exams Manager
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Date	Date

This procedure is next due for review on **01/09/2023**