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## BTEC Registration & Certification Policy

Created: Exams Manager, December 2012

Reviewed: December 2021

Next Review: December 2022

### The purpose of this exams policy is:

At Woodside High School we aim to ensure that accurate up to date and auditable centre BTEC registration, achievement and certification records are maintained with Pearson.

To register individual learners onto the correct programme and to enter learners for externally assessed units within each programme within agreed timescales.

### Principle:

To claim valid learner certificates within agreed timescales.

To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

### Accordingly, the school will;

- Register each learner within the awarding body deadlines
- Provide a mechanism for programme teams to check the accuracy of learner registrations.
- Make each learner aware of their registration status.
- Ensure externally assessed units are entered for in a timely manner meeting awarding body entry deadlines.
- Inform the awarding body of withdrawals, transfers or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit certificate claims made to the awarding body.
- Audit certificates received from the awarding body to ensure accuracy and completeness.
- Keep all records safely and securely for three years post certification.

### Evaluation:

This policy will be reviewed annually by the BTEC Quality Nominee and assistant headteacher with responsibility for assessment.