



# 65e. BTEC Registration & Certification Policy

Date adopted: September 2023

Next review: September 2025

See EOTAS policy control document (held by the Business Manager) for status, notes and actions pertaining to this policy



# Exams BTEC Registration & Certification Policy

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Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	Adopted	September 2023	Headteacher	Adoption of BTEC Registration & Certification Policy



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## Introduction

This policy has been written to ensure that the Registration and Certification process is consistent throughout the Centre. EOTAS Swindon acknowledges the responsibility of ensuring that all learners are registered onto the correct course and that the necessary systems are in place to ensure that registration and certification is efficient, quality assessed and timely.

### **EOTAS Swindon is committed to:**

- Ensuring the management of registration, assessment and examination is conducted efficiently and in the best interest of students.
- To register individual learners to the correct programme within agreed timescales. This must be before any Assessment starts. Registration is made in September for all Yr10 and Yr11 students (special consideration for early or late entry has to be agreed with the Head of Centre). The exception to this is for students who join the school/course after the initial registration has taken place. EOTAS Swindon is a Pupil Referral Unit and there will be students who are admitted after the specified date and who will be registered for the course after the initial registration has taken place.
- To claim valid certificates within agreed timescales.
- To construct a secure and accurate audit trail to ensure that all claims can be tracked.

### **In order to achieve this the centre will:**

- Register each learner within the awarding body requirements. The Exams Officer will issue Lead IVs/Subject Leaders with the list of students and course codes at the start of each year. It is the responsibility of the Lead IVs/Subject Leaders to check the accuracy against their registers and to ensure the correct course title, and unit codes, where applicable. This is then passed back to the Exams Officer who will enter students for the correct course.
- Provide a mechanism for programme teams to check the accuracy of learner registrations. This mechanism includes the printing of a list of registered learners and course codes **each term** for Subject Leaders/Lead IVs to review, sign and amend as necessary. This cross-reference of students and registers ensures that students who join the school or course late are entered swiftly and students who leave the school or course can be withdrawn.
- Students who are to transfer courses or withdraw must first be agreed by the Head of Centre. This will involve discussion with students, subject leaders and Lead IVs as and where appropriate. Parents will be made aware of these decisions by the Exams Officer.
- The Exams Officer has the responsibility of registering students for the entry, transfer and withdrawal of candidates on Edexcel Online. If students transfer, the Exams Officer would contact the previous school and make the necessary arrangements with Edexcel for the student to be transferred to EOTAS Swindon – to ensure we are up to date with registration we make termly checks and Lead IVs teachers are given a list of students registered on course and this is

checked/amended and returned to the Exams Officer to then update Edexcel online as necessary.

- All students are registered by November to ensure that we don't incur late fees (with exceptions of late arrivals or changes of subjects in school).
- Make each learner and their parent/guardian aware of their registration for courses and external examinations by signing and returning the document to the Exams Officer.
- Inform the awarding body of any changes to registration, courses or details via entry online.
- Pass grades to the Exam Officer to upload onto Edexcel Online at the **end of each internal unit** following Internal Verification. These will be checked via an Edexcel Spreadsheet, produced by the Exams Officer checking Unit Codes and Students' Grades before being entered online.
- Ensure that certificates are claimed based on internal verifiers' assessment records. These are cross-referenced with the Lead IV spreadsheet against the data input on the online platform.
- Lead IVs are responsible for keeping Tracking Sheets, with the assistance of Assessors entering their grades into the school system at the end of each unit. These will be checked by Lead IV and then sent to our Exams Officer who will check grades with Quality Nominee and ensure all are accurate before the exams officer enters the grade for the student and relevant unit via Edexcel Online.
- Ensure that relevant prior achievement is recognised if relevant.
- At the end of each year grades will be double-checked by our Exams Officer, Quality Nominee and Lead IVs for each subject. Our Exams Officer will produce a spreadsheet of completed units with students' names and grades awarded to ensure absolute accuracy before claiming final certification.

## Assessors

- Are responsible for entering students' grades on our school system via the Pearson Tracking Sheet. This must be completed at the end of each unit and then submitted to Lead IV for checking. This is then checked again by the Exams Officer before entering into the interim claim on the online platform.

## Lead IVs

- Responsible for checking student registrations for each course once per term and returning the checklist to the Exams Officer.
- Cross-referencing the registration list from the Exams Officer with their class register and checking the unit codes to ensure that students are entered for the correct course and units.
- Must check the Assessor's entry of unit grades onto tracking sheets for accuracy and then pass to our Quality Nominee and Exams Officer at the end of each unit for entry onto the Edexcel Online System.



- Responsible for Assessment Plans and completing Units in a timely fashion and informing Exams Officer when internal assessments are taking place.
- Responsible for checking those students are registered for external assessment and that the Exams Registration Sheets are handed to students to be signed by students and their parents and returned to the Exams Officer before external exams/assessments are taken.
- Must check the overall spreadsheet given by the Exams Officer at the end of each Academic Year (June) to ensure that students have the correct grade and unit code for the subject and assessments that have been completed.
- To collate evidence for SV and hand it to the Exams Officer for posting/courier.
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### **Exams Officer**

- Responsible for creating lists for the registration of students onto courses and passing to Lead IVs/Subject Leaders
- For ensuring that deadlines for registration for courses and external exams/assessments are met to avoid incurring 'late fees' (except in exceptional circumstances). Late fees have to be agreed upon by the Senior Vice Principal
- For entering unit codes and grades onto Edexcel Online
- For producing a termly check of registrations for Lead IVs/Subject Leaders to cross-reference sign and return.
- To produce a spreadsheet at the end of each year with unit codes and grades (where already completed) for Lead IVs to check before submission online.
- To liaise with Quality Nominees over registrations, examinations and assessments.
- To ensure that controlled assessments are managed in relevant windows and to ensure that we have exam invigilators and facilities ready and available.
- To ensure access arrangements for special considerations under JCQ policy.
- To keep papers and controlled Assessments locked into the safe.
- To send the collated work from Lead IVs to the SVs.
- To distribute the external assessment grades and certificates to students on relevant dates. (Final dates in August for Level 2 and Level 3 as set each year)

At the centre level all student registrations will be kept on the BTEC database by the EOTAS Swindon Exams Officer.

All Tracking Sheets for each unit will be kept on the school system and updated by Assessors and checked by Lead Verifiers.

All student work must be kept for at least 12 weeks following certification.

All records must be kept securely, and for three years after certification.

## Key Dates

- Registration is made in September for all Yr10 and Yr11 students. The exception to this is for students who join the school/course after the initial registration has taken place. EOTAS Swindon is a Pupil Referral Unit and there will be students who are admitted after the specified date and who will be registered for the course after the initial registration has taken place.
- External Exam entries as required per session. The Exams Officer sends out notification to Lead IVs with deadlines for each series, the Lead IVs inform the EO if they wish to make entries.
- Internal Unit deadlines are set by Lead IVs on Assessment Plans, which the Quality Nominee and EO can access on the school resources.

