

**ST BERNARD'S HIGH SCHOOL**  
A Catholic Academy for Arts and Science



# **BTEC REGISTRATION & CERTIFICATION POLICY**

This policy is reviewed annually to ensure compliance with current regulations

Reviewed by:	Kirsten Brown
Checked by:	M Allitt
<b>Date of next review</b>	January 2024



### Aim:

1. To register individual learners to the correct programme within agreed timescales.
2. To claim valid learner certificates within agreed timescales.
3. 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.

In order to do this, St Bernard's High School will:

- Register each learner within the awarding body requirements
- Register each learner on the appropriate programme code, before any assessment activity is completed.
- Provide a mechanism for programme teams to check the accuracy of learner registrations
- Make each learner aware of their registration status
- 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 the certificates received from the awarding body to ensure accuracy and completeness
- Keep all records safely and securely for three years post certification.

Procedures for:

- Registration

Students will be admitted on to the BTEC course at the start of the academic year following the same procedures as students that are joining the Sixth Form to study A Levels.

At the end of September, the Examinations Officer will contact each Head of Department delivering a BTEC qualification to check that the students attending the course should be registered for the BTEC National Extended Certificate in the subject.

The Examinations Officer will contact Pearson to request the Registration basedata. This will then be imported into SIMs Examinations

Once confirmation has been received from each Head of Department, the Examinations Officer will register the students with Pearson, Via A2C

- Transfer

Students that have transferred into St Bernard's Sixth Form will be identified by the Assistant Headteacher (Curriculum) and the Examinations Officer will be asked to contact the students previous school to confirm the course details and any units sat. The JCQ regulations will be followed (see Links) and will follow the instructions given by Pearson –



using the Pearson Access Arrangements online CAP tool, accessible via Edexcel Online, to make an application.

- **Withdrawal**

If a student leaves the school or is transferred off the course, the Assistant Headteacher (Curriculum) will inform the Examinations Officer that a withdrawal is required. The Examinations Officer will follow the Pearson procedures to action the withdrawal.

- **Unit Certification**

#### *Internal units*

Pearson procedures will be followed to ensure that students' grades are entered in MyBTEC at the end of the Internal Verification process for each internal unit. The Lead Internal Verifier will be responsible for ensuring that this is in place before the final deadline Pearson issue each academic year.

Error checking – the Lead Internal Verifier will check with each assessor that the correct grade has been entered in MyBTEC for each student. The grades will also be checked by the Examinations Officer to ensure that the grade entered matches the assessment record for each student. Any errors will be brought to the attention of the Lead Internal Verifier.

#### *External units*

The Examinations Officer will follow the same procedures as the entry of A Level examinations, using SIMs Examinations and A2C to submit entries to Pearson before the entry deadline. The normal procedure will be followed:

- the Examinations Officer produces class lists for each subject with entries that have been signposted by the HoD,
- the HoD returns the class lists to the Examinations Officer to confirm the entries,
- once the entries have been made in SIMs Examinations the entry lists are printed and given to the HoD to confirm there are no errors,
- the entries are made to Pearson.

There are both January and Summer entries that need to be made each year.

- **Certification**

When students reach the end of the course and all work has been internally verified, MyBTEC will be updated by the Lead Internal Verifier to show the grades that have been awarded and mark them as pending.

Error checking – the Lead Internal Verifier will check with each assessor that the correct grades have been entered in MyBTEC for each student. The grades will also be checked by the Examinations Officer to ensure that the grade entered matches the assessment record for each student. Any errors will be brought to the attention of the Lead Internal Verifier.



The examinations officer will request the certification basedata from Pearson and the certifications for each student will be submitted to Pearson using SIMs Examination and A2C meeting the deadline set by Pearson each year.

Error checking – a member of the Administration Team / Lead Internal Verifier will also check that the certifications being applied for are correct. When grades are received from the Examination Board these will be checked by the Examinations Officer against the grades submitted. When certification is issued by the Examination Board this will be checked by the Examinations Officer against the certification requested. Any errors will be brought to the attention of the Examination Board and the Lead Internal Verifier.

#### Staff roles:

Examinations Officer – Miss Brown

Assistant Headteacher (Curriculum) – Mrs Moise-Dixon

Lead Internal Verifier Health and Social Care – Miss March

Lead Internal Verifier Information Technology – Miss March

#### Links

Links to key Pearson and /or centre documents that may be helpful when reading or using this policy & procedure:

[Information manual](#): this is published by Pearson each year and provides detailed information for Exams Officers about registration and certification procedures for all Pearson programmes on our website.

[JCQ Guidance on Transferred Candidates](#)

[Transferred candidates | Pearson qualifications](#)

Key Dates:

[Key dates | Pearson qualifications](#)

