

Kettlebrook Short Stay School **BTEC Registration and Certification Policy**

THE POLICY PURPOSE

The purpose of this exam policy is:

- To ensure individual learners are registered to the correct programme within agreed timescales
- To ensure that valid learner certificates are claimed 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.

It is the responsibility of everyone involved in the centre's BTEC process to read, understand and implement this policy.

This policy will be reviewed annually by the Quality Nominee, Exams Officer and Head teacher.

In order to meet the aims of this policy, the centre – Kettlebrook Short Stay School (KSSS) – will:

- The Quality Nominee (QN) liaises with the Exams Officer (EO) to ensure that all communications from Edexcel (policies, procedures, handbooks, and circulars) are passed on to the relevant Subject Leaders (SL's).
- All SL's must keep up to date with all recent curriculum changes within their BTEC, Functional Skills or Diploma Courses.
- Student registrations for all BTEC courses should ideally be given to the EO, two weeks prior to the registration deadline (1st November 2021). However, due to the transient nature of our students, all registrations/ entries must be completed by 18 February 2022 entry deadline.
- All student registrations will be made using the BTEC Entry Sheet supplied by the EO.
- The QN and EO check with the help of the SL's whether the course is still relevant, then the students will be entered via Edexcel Online.
- Any queries about the student or course entry must go through the relevant SL. Any amendments, withdrawals or additional students must be passed to the EO in a reasonable time period, so that amendments can be made via Edexcel Online.
- All registrations need to be with the EO by 20th January 2023 deadline.
- A confirmation report will be sent to the SL and QN by the EO for all student registrations.

- Any new students that start any BTEC course offered by KSSS during the academic year must be registered as soon as possible. The SL must inform the EO as soon as possible of the need for a new registration to be made.
- The SL should inform the EO as soon as possible if any students stop the course, so their registration can be withdrawn.
- Certification claims: all full qualification certification claims or unit certification claims are made through Edexcel Online. Claims can be made at any time in the academic year, but claims for August certification should be completed by 3rd July 2023. As part of the internal verification process, claims will be sampled by Lead IV's and the QN to prevent any fraudulent or inaccurate claims.