

Registration and Withdrawal/ Certification Policy



Egerton Rothesay School is committed to ensuring that standards of registration and certification are consistent, transparent and in line with the requirements of our awarding bodies. Egerton Rothesay School will ensure all learner registrations and certification claims are accurate, open and transparent.

This Policy covers all the qualifications delivered at Egerton Rothesay School including:

BTEC Centre Number: 17104

Registrations are carried out by the Exams Officer using **EDI** via our MIS 'Double First **Engage**' and the A2C Transport Software Application, having requested and imported the '9b Basedata' from Edexcel Online.

Then the estimated end date for each pupil is checked/ edited on Edexcel Online. Withdrawals/ Certifications are carried out by the Exams Officer, in liaison with teaching staff, using Edexcel Online:

<https://iam.pearson.com/>

NCFE Centre Number: 8467282

Registrations and Withdrawals/ Certifications are carried out by the Exams Officer, in liaison with teaching staff, using the designated sections on the NCFE secure portal: <https://portal.ncfe.org.uk/Login>

AIM Qualifications Science Centre Number: 161237

Registrations and Certifications are carried out by the Exams Officer, in liaison with teaching staff, using the designated sections on the Quartzweb secure portal: <https://quartz.aimawards.org.uk/>

ASDAN Centre Number: 25494

Registrations and Withdrawals/ Certifications are carried out by the Exams Officer, in liaison with teaching staff, using the designated sections on the ASDAN secure portal: <https://www.asdan.org.uk/member-login>

Registering Learners with Awarding Bodies

All pupils undertaking vocational qualifications at either Entry Level, Level 1 or Level 2 must be registered prior to the awarding bodies' **deadline of 1st November** - in their **first year of beginning the qualification**. Every start of the academic year there will always be pupils who need registering for various vocational qualifications in Years 10, 11, 12 and 13 – according to the subject they are taking.

In September of each new academic year the Exams Officer issues HoDs, Subject Leaders and Teaching Staff a proforma (see appendix) to gather the following information:

- **Full title** of the qualification
- **QAN (DFE code)** of the qualification
- **Length of the course**
- **Level and Size** of the qualification
- The **Unit Titles** to be studied
- **Names of the pupils to be registered** for the qualification

Full pupil names, dates of birth and Unique Learner Numbers (ULNs) are required for registration through each awarding bodies' secure portal (links and centre numbers are listed above). The accurate dates of birth, ULNs and spellings of pupil names are always taken from the school's management information system (MIS) – 'Double First **Engage**'.

Egerton Rothesay has a robust Options process in Year 9, and also for pupils approaching Year 12. However, on the odd occasion we do have pupils transferring from GCSE to a vocational course and vice versa. Sometimes a refund is available minus an admin fee dependent on the awarding body. Learners who are registered after 1st November will incur an awarding body late fee on top of the registration fee.

Transferring Learner Registrations

Occasionally for a variety of reasons, it is necessary to transfer pupils down from Certificate to Award on a

particular course, if it becomes apparent they won't have the full complement of work for the larger qualification. There is usually an awarding body admin fee for transferring registrations. There is also the option to claim a Unit Certificate / Interim Award where a unit/units have been completed, but not enough for the full qualification. There is a £10 fee per printed unit certificate with NCFE for this facility.

Withdrawing Learner Registrations

Occasionally for a variety of reasons, it is necessary to withdraw pupils from their qualification to avoid leaving live learners uncertificated, especially when a qualification comes to an end. This process must be completed before the EQA process starts, to make it clear who the certificating learners are.

The Exams Officer/ Exams Assistant contacts staff to check if there are learners who will not complete any units. The Exams Officer withdraws them from the Secure Portal.

Certification of Learners

Before the centre can claim certification for any learner, the following must be completed:

- Learners must have completed all necessary components of the course.
- Learners must have signed their covering paperwork.
- All Internal Verification procedures must have been carried out, including all associated paperwork.
- Any amendments/actions, as identified within the most recent Quality Management Report (QMR), have been carried out.
- Any learners not completing the course have been withdrawn through the secure portal.
- Teachers have contacted their assigned External Quality Assurer (EQA) for an onsite or remote External Quality Assurance visit.
- The EQA has sampled and approved learner work and associated paperwork.

Awarding bodies' certification processes do vary, however most now ask for learner grades to be entered into their secure portals prior to an EQA visit.

The Exams Officer is responsible for confirming certification with each member of staff, on a one to one basis, unless a staff member is confident with inputting their own grades.

Certification Timeline

Assessors should contact their EQA as early as possible to get a date in the diary for their certification review. NCFE allows two free visits per Qualification Group. e.g. **Preparation for Life and Work** Group covers five of our courses.

All certification claims must be complete by **5th July** in each academic year, especially as this is very close to the end of the summer term.

Results of Certification

On GCSE exam results day it is Egerton Rothesay School's policy to ensure pupils also receive notification of their vocational results. The Exams Officer prepares a centre headed letter for each pupil, listing all the vocational qualifications they have achieved (see appendix).

A centre results spreadsheet is prepared in advance, and filled in according to each pupil's certified achievements from the awarding bodies. This is then used to write each pupil's vocational results letter, and to confirm receipt of all expected certificates.

Receipt of Certificates

The Exams Officer is responsible for labelling and filling pupils' exam certificate envelopes, using the centre results spreadsheet as a check list.

Egerton Rothesay School usually holds a Certificate Presentation Evening from mid November to celebrate our pupils' successes. This is when pupils receive an envelope containing all their certificates. On this evening pupils sign to say they have collected their envelope.

All non-attendees of the Presentation Evening are contacted by phone/email to confirm either collection, or their current address details for posting 'Signed For'. Pupils sign for their envelope on collection. A record of the 'Signed For' tracking number is kept on the same signing sheet - in the exam secure storage facility.

Posting Certificates

Once current addresses have been confirmed direct with parents/ ex-pupils, certificate envelopes are conveyed to the Post Office as our franking machine no longer supports tracked mail. Business Insurance is required for staff to drive with the certificates, and they must be added to the drivers list on the ERS Business Car Insurance. Copies of valid personal car insurance and driving licence are required by the Business Manager - currently Stephen Potts.

Retention of Vocational Work and Records

All vocational learner work is kept for twelve months, and vocational records are kept safely and securely for three years post certification.

Nicky Moxon - Exams Officer
October 2023