

Registration & Certification Policy



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Aim of Policy:

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, Tuition Extra 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:

Registration

Students will be registered on a course within 6 weeks of starting with Tuition Extra Kent Ltd.

For BTEC Higher Nationals, students will be registered on a course within 4 weeks of starting with Tuition Extra Kent Ltd.

Registration will take place before any units within a course can be submitted.

Transfer

A learner registration transfer can be made between programmes for which Tuition Extra Kent Ltd has approval and which are currently open for registrations.

Arrangements for accreditation of prior learning from their original programme will be included within the transfer, where appropriate.

Withdrawal

A withdrawal of a learner from a course is permitted within two months of the date when the learner was registered and provided that no units have been completed and no test bookings have been made.

Withdrawals for Vocational and Introductory Level 1 will be made via Pearson raising a Request to Delete Candidate Case Number.

For all other BTEC Level 2 Firsts and above, these will be withdrawn via Edexcel Online by the Exams Officer.

Unit certification

Candidates will receive their certificates in person at Tuition Extra Kent Ltd Office

or posted (first class tracked)

Certificates can be accepted on behalf of a candidate by third parties, provided they have written authority from the candidate to do so and have provided suitable identification that confirms who they are.

The Centre retains certificates for 12 months after which they will be returned to the awarding body.

A new certificate will not be issued by an awarding organisation unless the candidate agrees to cover costs incurred. A transcript of results may be issued if required by the Centre.

Certification Staff roles and responsibilities for each process

The Head of Centre:

- has overall responsibility for the Service as an Exam Centre and advises on appeals and re-marks
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected malpractice in examinations and assessments
- is responsible for ensuring all staff are adequately trained and that a record of training is maintained

- provides guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- ensures accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets
- decisions on post-results procedures.

Exams Officer:

- manages the administration of internal and external exams
- advises the Head of Teaching and Learning, Tutors and other relevant support staff on annual exam timetables and procedures as set by the various awarding bodies
- oversees the production and distribution to all centre staff and candidates of an annual calendar for all exams in which candidates will be involved, and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- maintains systems and processes to support the timely entry of candidates for their exams
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines
- administers data to the Senco Team for access arrangements and applications for Special Consideration following the regulations in the JCQ publications for Access Arrangements, Reasonable Adjustments and Special Consideration
- identifies and manages exam timetable clashes
- accounts for income and expenditure relating to all exam costs/charges, supplying relevant information data to Accounts Department for invoicing.
- manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams

- ensures candidates' coursework / controlled assessment marks are submitted and any other material required by the appropriate awarding bodies correctly and on schedule
- tracks, dispatches and stores returned coursework / controlled assessments
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Head of Teaching and Learning, any post results' service requests.

Tutors are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the Head of Teaching and Learning and/or Exams Officer
- identification and testing of candidates' requirements for Access Arrangements and notifying the Exams Officer in good time so that they are able to process any necessary applications in order to gain approval (if required)
- working with the Exams Officer and the Senco Team to provide the Access Arrangements required by candidates in examination rooms.

Lead Invigilator is responsible for:

- assisting the Exams Officer in the efficient running of exams according to JCQ regulations
- collection of exam papers and other material from the exams office before the start of the exam
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

Candidates are responsible for:

- confirmation and signing of entries
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own
- ensuring they conduct themselves in all exams according to the JCQ regulations.