



OWNED BY	Student Journey Manager/Exams Officer
Policy	Exams BTEC, T Level Registration and Certification Policy
DATE OF LAST REVIEW	September 2023
PLANNED NEXT REVIEW	August 2025
APPROVAL	SLT

Role	Name(s)
Head of centre	Matt Reynolds
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart, Kezziah Pike
Invigilators	Invigilation Team
Subject Teachers	BTEC, T Level Lecturers

Purpose of the policy

Cirencester 6th Form College is committed to ensuring that the BTEC, T Level registration and certification process is run effectively and efficiently. This policy will ensure that:

- ▶ Individual learners are registered on the correct programme within the agreed timescales
- ▶ All learner certificates are claimed for within agreed timescales
- ▶ A secure, accurate and accessible audit trail is constructed to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued to the learner.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current awarding body guidelines.

This policy will be communicated to all relevant centre staff.

To ensure that the purpose of this policy is met, Cirencester 6th Form College will ensure that:

- ▶ Each learner is registered within the awarding body requirements
- ▶ Provide a mechanism for course 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.

Roles and responsibilities overview

This policy identifies roles and responsibilities of centre staff within this cycle.

Registration

At the end of each academic year, the Exams team requests up to date course information from course team leaders. At the start of each academic year this information is reconfirmed and is used to check the centre is approved to run the BTEC, T Level qualifications and request approval if none has previously been obtained.

At the end of September each academic year the Exams team asks course team leaders to confirm the BTEC, T Level registrations for their subjects. The information requested is as follows:

- ▶ Full BTEC course title and QAN code
- ▶ Full T Level Course Title (and where possible Occupational Specialisation)

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- ▶ List of students due to be registered on each course

This information is then used by the Exams team to make the BTEC, T Level registrations for each qualification via the most appropriate method. Once the registrations have been made, the Exams team will send copies of the registration listing to course team leaders to check. If amendments need to be made. The course team leader will annotate the registration listing and return to the Exams team to update the details with awarding bodies.

Once verified as correct, the subject teachers will notify students that they have been registered.

Where a student starts part way through an academic year the course team leader requests that the Exams Team registers the student on the required course. This is normally completed directly with awarding bodies.

Transfer

Occasionally it is necessary to transfer a student onto another programme. The Exams team are notified of any transfer of students by the course team leader. This is completed directly with awarding bodies.

Withdrawal

It is sometimes necessary to withdraw a student from a course if they leave College or decide to drop a subject. The Exams team is notified of any students who need to be withdrawn from a course by the course team leader. If the withdrawal takes place within the same year as the registration, the Exams team will liaise with the appropriate awarding body to withdraw the student.

Unit Certification

Unit certification in Cirencester College is rare because most students complete the required units for full certification. However, should the situation arise for unit certification to take place then the course team leader will notify the Exams team who will liaise with the appropriate awarding body.

BTEC Certification

During the first week of July, all course team leaders provide the Exams team with a list of student achievements for each BTEC qualification. This information includes:

- ▶ The student name
- ▶ The full unit code and title of each unit
- ▶ A grade for each unit

The course team leaders are required to input the grade information into Edexcel Online. The College process is for at least two members of staff complete the grade input and then

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complete the certification for the student the student. Once certificates are received College systems are updated by the exams team.

T Level Certification

T Level certification is completed between Awarding bodies and Department for Education.

Key dates and actions

At the end of the summer term – The Exams team will be notified by course team leader of all proposed courses for next academic year. This information is also shared with the Quality Nominee.

At the end of September – course team leaders notify the Exams team of the BTEC, T Level registrations for their department.

During the first week in July – course team leaders notify the Exams team of all unit grades so that certification can be claimed.

Receipt and distribution of certificates

Upon receipt of the certificates, the Exams team checks that the centre has received certificates for all of the relevant learners. These are then checked for the correct details name correctly spelt date of birth.

All certificates from the summer series of exams are made available for students to collect after October Half term, any certificates not collected in person will be sent to leavers via second class post with a certificate of postage recording the despatch. The certificate of postage record is held within the centre for five years.

Useful links

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

Data Protection

When managing a student's personal data information, it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation, or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.