


<p>Dronfield Henry Fanshawe School</p> 	<p>Policy No: S54</p>	Revision No:	
		Date Issued:	Feb 2019
<p>BTEC Registration and Certification Policy</p>	Committee:	Statutory	
	Author:	LJB	
	Date Adopted:		
	Minute No:		
	Review Date:	Feb 2020	

**Dronfield Henry Fanshawe School
BTEC Registration and Certification Policy**

Aim

At DHFS we aim to conduct all BTEC examinations with high professionalism for all students, and assign staff responsibility in a professional manner. We need to ensure that all staff responsibility in planning and managing registration and certification policy is strictly adhered to at all times.

Objectives

- It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.
- This BTEC registration and certification policy will be reviewed annually following accreditation feedback.
- This BTEC certification and certification policy will be reviewed by the Head of Centre, Senior Leadership Team, Examinations Officer and the Governors.
- This policy is to ensure the registration and certification is conducted efficiently and in the best interest of candidates.
- This policy is to ensure the operation of an efficient system with clear guidelines for all relevant staff.
- This policy is based on the principle that students will be registered for the appropriate assessments linked to the BTEC course that they have followed in KS3, KS4 and KS5 unless there are exceptional circumstances.
- Registration will be by submission of a name and tick on the appropriate form, to the Examination Office.
- Any decisions concerning registrations are to be made by the Subject Teacher in consultation with the Head of Subject and/or Senior Leadership Team.
- All deadlines regarding registration and certification and final dates are set by the board and are non-negotiable. Internal deadlines will be set by Examinations Staff to allow for submission in the appropriate manner and to allow time for checking. These deadlines will be published to staff at the start of each academic year.
- Parents will be given the information as to which course their daughter/son has been registered for. Any queries should be referred to the Head of Subject and or the Examination Staff.
- All relevant students will be registered for the BTEC course unless SEN requirements dictate otherwise.

The role of Examination Officer is currently undertaken by Lisa J Burke and Examination Support Officer by Sara E Gill.

1. Registration and Certification responsibilities

The Headteacher as head of centre has:-

overall responsibility for the school as an exam centre:

- advises on appeals and reviews
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Examinations officer

Manages the administration of BTEC Registrations and Certification and analysis of exam results:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual deadlines, timetables and application procedures as set by the various exam boards.
- oversees the production and distribution to staff, governing body and candidates of an annual calendar for all BTEC registration and certification 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 timetable that will affect them.
- consults with teaching staff to ensure that necessary assessment is completed on time and in accordance with JCQ guidelines.
- submits candidates' assessment marks.
- arranges for dissemination certificates to candidates and forwards any appeals/re-mark requests.
- maintains systems and processes to support the timely registration of candidates for their BTEC courses.
- Maintains systems and processes to support the timely certification of candidates for their BTEC overall awards.
- support for the input of data.

Deputy Headteacher

- Organisation of Teaching and Learning.
- External validation of BTEC courses followed at Key Stage 5.

Heads of faculty

- Guidance and pastoral oversight of candidates who are unsure about courses.
- Involvement in post results procedures.
- Accurate completion of declaration sheets.
- Accurate completion of Registration forms and adherence to deadlines as set by the exams officer.

Head of careers

- Information, advice and guidance (careers).

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submitting registration details, submitting unit marks and claiming of overall award.

SENCO

- Administration of access arrangements.

- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims.

Candidates

- Confirmation and signing of registrations.
- Understanding assessment regulations and signing a declaration that authenticates the assessment as their own.

2. Registration, Late Fees

2.1 Registration

Candidates are selected for their registration by the heads of subject, heads of faculty and the subject teachers.

A candidate or parent/carer can request a subject registration or withdrawal.

It is recommended that heads of faculty should enter all candidates for assessments and withdraw, if necessary, before the registrations are submitted rather than after the deadline and incur extra costs.

Any registrations which the head of faculty wishes to withdraw because of insufficient work / poor attendance must be done following the correct procedure. If the candidate wishes to remain as an entrant then they will be required to provide the registration fee. These will be called unsupported registrations. If a student fails to attend lessons for a continuous period of time for whatever reason subject staff should determine the reason for their absence and inform the exams office when making registrations. Exams office staff are not responsible for withdrawing registrations if no reason is given.

Once students are registered on the BTEC course they will be committed to those assessments, and be liable for the full fee if they do not meet assessment deadlines.

Any amendment/withdrawal made after the registration deadline date must be made formally via email by the head of faculty. These changes will not be accepted unless submitted via the correct procedure.

Any candidate who fails to complete an assessment due to illness must contact the examinations office and produce a valid medical certificate. If no medical certificate is received the candidate will be charged for the missed assessment.

If a medical certificate is received the candidate is entitled to resubmit the assessment free of charge (if possible) but must remember to inform the exams office of the resubmission.

Each student, on entering Year 9 is issued with a candidate number and unique candidate identifier (UCI). The candidate number is four digits and will be allocated to the student for the duration of school life.

Once registered onto a BTEC course a registration number will be allocated to all candidates.

Heads of faculty are to complete appropriate online assessment submissions by date required.

2.2 Late fees

Late fees are charged for assessments entries made after the board deadline, however fees can be refunded if withdrawn by the examination board up to one month after the deadline date. Any fees which cannot be recouped from the examination board will be charged to faculties. Any submissions

made after the board entry deadline date must be made by head of faculty via email and will incur a late entry fees – payable by the faculty.

Retake decisions will be made in consultation with the candidates and the subject teachers.

All candidates are expected to pay for any resubmissions.

3. Registration entry fees

Initial registration fees are paid by the centre.

Late registration or amendment fees are paid by the departments, unless by the request of the parent/carer in which case this will be charged to the parent/carer.

Candidates or faculties will not be charged for withdrawals made by the proper procedures or alterations arising from administrative processes, **provided these are made within the time allowed by the awarding bodies**. Any amendments made after this deadline will be charged to faculties or to the candidates in the case of parent/candidate request.

Reimbursement will be sought from candidates who fail to complete an assessment requirement.

This fees reimbursement policy will be communicated in writing to students.

Candidates must pay the fee for any enquiry about results. (See also section 6.3 Enquiries about results [EARs])

4. Certification

Candidates are selected for their certification by the heads of subject, heads of faculty and the subject teachers depending on the completion of all assessments to meet the full criteria of an award.

Head of subject are responsible for ensuring that the correct award and completion date is claimed when submitting assessment entries and accreditation.

Certification is completed by subject teachers and the exams officer via Edexcel online.

9. Certificates

Heads of subject are responsible for checking each certificate with the award claimed to ensure correct qualification awarded.

Certificates are issued around late September/October and will be distributed at the record of achievement evening, these are **NOT** posted. Notices are posted on our website to inform students of their availability. The examinations office holds certificates for a maximum of one year, after which they are destroyed. Certificates are stored in our secure storage area. Requests for old certificates should be made through examinations staff and will incur a charge per certificate.