

## **POLICY / PROCEDURE**

<b>Document Title</b>	<b>Registration &amp; Certification Policy</b>
<b>Version</b>	<b>Version 1.0</b>
<b>Equality Impact Assessment Status</b>	<b>Low</b>
<b>Approved by</b>	<b>Head of Information Services</b>
<b>Date approved</b>	<b>1<sup>st</sup> July 2016</b>
<b>Effective date</b>	<b>1<sup>st</sup> August 2016</b>
<b>Date of next review</b>	<b>31<sup>st</sup> October 2022</b>
<b>Lead responsibility</b>	<b>Head of Information Services</b>

## **1. Purpose**

1.1. The purpose of this Registration & Certification Policy is to ensure:

- 1.1.1. Individual learners are registered on to the correct programme and within agreed timescales, in accordance with Awarding Body deadlines
- 1.1.2. Learners certificates are claimed in a timely manner
- 1.1.3. A robust and accessible audit trail of documentation is retained on file for each individual learner
- 1.1.4. Accurate and up to date records are maintained within the Centre
- 1.1.5. Records are retained on file for a minimum of 3 years, in accordance with Awarding Body requirements

## **2. Scope**

2.1. It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy.

2.2. The Registration & Certification Policy will be reviewed every year by the Examinations Officer, Head of Information Services and a member of the Executive Team.

2.3. Where references are made to JCQ Regulations/Guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## **3. Policy / Principles**

3.1. The Head of Centre:

- Has overall responsibility for the College as an exams centre

3.2. The Vice Principal, Curriculum and Quality:

- Is responsible for ensuring this policy meets the requirements of the Awarding Body and their Quality Assurance Process

3.3. The Examinations Officer (with the support of the Examinations Administrator and Examinations Assistant):

- Manages the administration of exam registration and certification
- Advises the Executive Team, Head of Classroom Learning, subject lecturers and other relevant support staff on Awarding Body deadlines
- Maintains systems and processes to support the timely registration of Candidates
- Maintains systems and processes to ensure certification is claimed in a timely manner
- Arranges for dissemination of certificates to Candidates

3.3. Head of Classroom Learning:

- Oversee and manage the process carried out by Subject Lecturers within their Curriculum Area

3.4. Subject Lecturers:

- Are responsible for supplying information for exam registrations
- Complete and submit accurate claim paperwork which has been countersigned and verified via the internal IQA process

3.5. IQAs:

- Are responsible for ensuring certification claims are valid
- Countersign all claim paperwork confirming that it has been subject to the internal IQA process

3.6. Candidates:

- Are responsible for the confirmation and signing of registration paperwork
- Must ensure the Centre hold up to date address details in order to receive their certification

**4. Procedure**

4.5. Entries:

- 4.5.1. Teaching staff will submit appropriate exam registration paperwork, which has been completed in full and signed by the learner.
- 4.5.2. Candidate registrations are then checked against the ILR for confirmation, prior to processing.
- 4.5.3. Candidates following the standard Academic Teaching Year, will be registered by the published deadline.
- 4.5.4. Candidates enrolling on to flexible programmes throughout the year, will be registered within 30 days of enrolment.
- 4.5.5. Candidate registration numbers are forwarded to the appropriate member of staff via email.

4.6. Claims:

- 4.6.1. Claim paperwork is to be completed by the appropriate member of teaching staff.
- 4.6.2. Claim paperwork is then subject to the College's Internal IQA process and is countersigned, prior to submission to the Examinations Team.
- 4.6.3. The Examinations Team will process the certification claim, online using the paperwork received, within 10 working days.
- 4.6.4. Learners who do not meet the required number of credits to receive a full qualification, will receive certification for the units achieved.

4.7. Certificates:

- 4.7.1. Candidates will receive their certificates via post (Certificate of Posting).
- 4.7.2. Certificates can be collected either by or on behalf of a Candidate by third parties, provided they have written authority from the Candidate to do so, and bring suitable identification with them that confirms who they are.
- 4.7.3. The Centre retains certificates for 5 years if uncollected or undelivered.

4.8. Withdrawals:

- 4.8.1. Candidates leaving the programme without achievement will be communicated to the Awarding Body by way of withdrawal from their registration online.

**5. Relevant Legislation / Regulation**

5.5. The following legislation and regulations apply to this policy / procedure:

- Awarding Body Regulations

**6. Related Documents**

6.5. The following related documents are relevant to this policy / procedure:

- Examinations Policy & Procedure

**7. Accountability**

7.5. The Examinations Officer is responsible for the drafting and implementation of this policy.

7.6. He or she is also responsible for ensuring that this document is regularly reviewed and updated – and is the first contact point for managers seeking advice and guidance about the Examinations Policy or making enquiries about its interpretation.

7.7. All managers are responsible for ensuring that they and their team members follow the requirements set out in this document.

7.8. All employees are responsible for adhering to the requirements set out in this document.

**8. Equality & Diversity**

8.5. The College has paid due regard to equality considerations during the preparation and implementation of this Policy and Procedure.

8.6. These considerations included the potential for any differential negative effect on the grounds of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, sexual orientation, marriage or civil partnership.

8.7. The College's judgement is that there is no such negative effect on those grounds and, consequently, no potential breach of the Equality Act 2010.

8.8. The operation of this Policy and Procedure will be monitored by the HR Manager in order to establish that no unlawful discrimination is taking place and to identify opportunities for the College to enhance equality of opportunity and fair treatment.

**9. Review**

9.5. This document will be reviewed by 31<sup>st</sup> October 2022.

- 9.6. The Head of Information Services will undertake this review, taking into account the outcomes of the monitoring process, legislative changes and developments in good practice.
- 9.7. As part of the review, the Head of Information Services will seek and consider the views of the College's employees and of the recognised trade unions.
- 9.8. The outcome of the review will be reported to the Executive Team.

**10. Document Identification**

<b>Category</b> [select ONE only]	<input type="checkbox"/> Programmes/courses <input type="checkbox"/> Partnerships <input type="checkbox"/> Finance <input type="checkbox"/> Quality <input type="checkbox"/> Governance <input type="checkbox"/> Health and safety <input type="checkbox"/> Facilities <input type="checkbox"/> Computer Services <input checked="" type="checkbox"/> MIS <input type="checkbox"/> Admissions <input type="checkbox"/> Teaching and learning <input type="checkbox"/> Personnel
<b>Audience</b> [select ALL that apply]	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Learners <input type="checkbox"/> Partners <input type="checkbox"/> Suppliers