



Working together to promote & celebrate achievement

Examination Registration, Results & Certification Policy

Revised and applicable from 5th March 2024

Signed:

A handwritten signature in black ink, which appears to read "Irene Papadopolou". The signature is written in a cursive style with a long horizontal stroke at the end.

Chair of Governors

This policy will be updated annually by the Exams Officer.

Aims:

- To register individual learners to the correct programme within agreed timescales.
- To claim valid learner certificates within agreed timescales.
- 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.
- Results are issued to learners on results day

In order to do this, the centre will:

- register each learner within the awarding body requirements
- 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
- add these results to each learners candidate statement of results that will be given out on results day in August
- audit the certificates received from the awarding body to ensure accuracy and completeness
- keep all records safely and securely for three years post certification.

Checking process

To ensure the accuracy of the registration process:

- The entry list, once complete, is downloaded from the examination organiser module or the exam boards website and is sent to subject leaders to check at least 4 weeks prior to the final entries deadline. Certificate claims made in the terminal series are also checked by subject leaders.
- Once subject leaders have checked the entries for their subject, students will receive a print out of their entry sheet. They must check:
 - They have been entered for every subject that they study
 - The tier of entry is correct.
 - There are no extra entries for subjects from which they have been withdrawn.
 - Their name is correct as it appears on their birth certificate/passport
 - The date of birth is correct
- Students and parents sign this sheet to confirm that all the information is correct and returned to the Exams Officer within a week.
- The Exams Officer will check these sheets and inform the exam boards of any withdrawals, transfers or changes to learner details.

To ensure the accuracy of the results:

- Results are downloaded from A2C and uploaded onto SIMs Examination Organiser module. All results are checked by the original number of entries per subject. Any additional results files are manually added to the candidates statement of results and are also checked with their respective entries.
- When statements of results are issued to students, they are asked to sign to say they have collected their results. They are also asked to check that they have received grades for all of their subjects and inform the Exams officer if there is an error or anything missing.

To ensure the accuracy of certificates:

- The Exams Officer will keep a log of certificates received and check that we have received all the expected certificates.
- When certificates are issued to students, they are asked to sign to say they have collected their certificates. They are also asked to check that they have received certificates for all of their subjects and inform the Exams officer if there is an error or anything missing.
- If parents are collecting certificates they must be pre arranged by the student and present ID at the point of collection.