



Exam: Learner Recruitment, Registration & Certification Policy

Policy agreed by Staff on:	Spring 2024
Ratified by Local Advisory Board on:	Spring 2024
Review Date:	Spring 2026
Agreed Frequency of Review:	2 Yearly
Allocated Group / Person to Review:	LAB can delegate to committee or individual member or HT
Signed by Chair:	
Signed by Headteacher:	



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Aims

- To ensure that all learners are recruited onto courses based on their aspirations, skills and attributes with integrity and professionalism.
- To register individual learners for the correct programmes within the correct timescale.
- To ensure learners are entered for externally assessed units where necessary.
- To claim valid learner certificates by an agreed deadline.
- To ensure that individual learner registration and certificate claims are accurate and secure.

Actions

- Learners will be registered within awarding body requirements.
- Procedures put in place whereby subject leaders can confirm the accuracy of learner registrations.
- Ensure each learner is aware of their registration status.
- Inform the awarding body of any withdrawals, transfers or changes to learner details.
- Where the programme requires, learners will be entered for the necessary externally assessed units in accordance with awarding body requirements.
- Examination information will be distributed to learners and staff by the Examinations Officer prior to examination dates or coursework deadlines.
- Ensure that certificate claims are made by the deadlines set.
- Keep all certificates secure for three years post-certification.

Practice

- A period of induction will be given to learners undertaking new courses; however, withdrawals are expected to be minimal due to robust information, advice and guidance processes.
- Course leaders should tailor methods of assessment to suit individual learner needs in order to ensure accessibility.
- The Examinations Officer shall ensure that a robust registration system is in place so that all learners are registered in line with awarding body requirements and deadlines, including cross-checking learner details with course leaders.
- Course leaders will ensure that learners are familiar with BAPA policies relating to examinations, particularly in relation to malpractice, non-examination assessments, reasonable adjustment and special consideration.
- The Examinations Officer shall ensure learner data is transferred where a learner moves between centres.
- The Examinations Officer shall ensure that learner status, withdrawals, transfers and amendments are kept up to date and awarding bodies are notified accordingly.
- Course leaders are responsible for ensuring assessment data held by awarding bodies is accurate and auditable.
- The Examinations Officer shall ensure timely certificate claims based on internally verified records and audit certificates for accuracy and completeness.
- The Examinations Officer shall ensure records are retained securely for required periods in line with awarding body requirements.
- The Examinations Officer shall ensure unit certification occurs where learners have achieved units but not the full award.