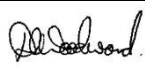




Exam: Withdrawal of Qualifications Policy (NCFE)

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 will be 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, it is envisaged that withdrawals will be minimal due to robust information, advice and guidance processes.
- Course leaders should always seek to tailor methods of assessment to suit the individual needs of learners in order to make courses accessible.
- The Examinations Officer shall ensure that a robust registration system is in place to ensure all learners are registered on courses in line with awarding body requirements and within deadlines. This system will include checking learner details, the course registered, and cross-checking details with course leaders.
- Course leaders will ensure that all 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 that the transfer of data between centres is completed where a learner transfers between centres.
- The Examinations Officer shall ensure that all learners are aware of their learner status, and that withdrawals, transfers or changes to learner details are kept up to date and awarding bodies notified.
- Course leaders are responsible for ensuring that assessment data held by awarding bodies is accurate and that an auditable trail of learner assessment and achievement can be provided.

- The Examinations Officer shall ensure that timely certificate claims are made based solely on internally verified records, and that all certificates are audited to ensure accuracy and completeness.
- The Examinations Officer shall ensure that all records are kept safely and securely for the recommended retention periods in line with awarding body requirements.
- The Examinations Officer shall ensure that unit certification takes place for learners who have not completed a sufficient number of units to achieve a full award, but who are eligible for certification for units achieved.