

## REGISTRATION AND CERTIFICATION POLICY

Policy:	Exam – Registration and Certification Policy
Age Range:	Secondary
Type:	Non-Statutory
Sub Committee:	Finance, Site and Health & Safety
Governing Body Approval:	10 <sup>th</sup> December 2025
Review Date:	December 2026
Staff Lead:	Sarah Hegarty

### Version Control

Version	Key Changes	Sub Committee Approval (Date)	Full GB Approval (Date)	Review Date
1.0	<ul style="list-style-type: none"> <li>• Annual review in line with JCQ guidance</li> <li>• Format</li> <li>• Staff Lead</li> </ul>	3 <sup>rd</sup> December 2025	10 <sup>th</sup> December 2025	December 2026

## Review

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### Monitoring, Evaluation and Review

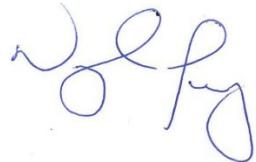
The Senior Leadership Team will annually review this policy and make any further recommendations to the Governing Body.

The Governing Body will monitor the application of this policy and associated procedures in order to ensure its continued effectiveness and compliance.

Headteacher:



Chair of Governors:



Date: 10<sup>th</sup> December 2025

# Registration and Certification Policy and Procedures

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## Aim:

- To ensure that individual students are registered on the correct programme within agreed timescales.
- To ensure valid student certificates are claimed within the timescales specified by the awarding body.
- To construct a secure, accurate audit trail to ensure that student's registration and certificate claims can be tracked to the certificate which is issued for each student.

## The Centre will:

- The Examinations Officer (EO) will send a memo to the Head of Faculty (HoF) requesting course details, programme number and QAN. (EO/HoF/QN)
- Register each student at the start of the academic year in which the student enters Year 10 and by 31st October. Confirmation will be printed and distributed to the Head of Faculty.
- Provide a mechanism for programme teams to check the accuracy of the student registration. At the start of term Examinations Officer to send Head of Faculty set lists for checking with programme number and QAN. Head of Faculty to return with any amendments. Meeting held between Examinations Officer and Head of Faculty regarding checking of entries. EO/QN/HoF)
- Examinations Officer will register students using the awarding bodies secure websites by 31st October.
- Make each student aware of their registration status. (HoF)
- Inform the awarding body of withdrawals, transfers or changes to student's details. (EO acting on information from HoF)
- Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students (EO/ALNCo)
- Ensure that certificate claims are timely and based solely on internally verified assessment records (EO/QN)
- Audit certificate claims made to the awarding body (EO and QN)
- Audit the certificates received from the awarding body to ensure accuracy and completeness (EO)
- Keep all records safely and securely for three years post certificate (EO/QN)