REGISTRATION AND CERTIFICATION POLICY

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Student Services

- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
CMT	V2	November 2024	November 2027	Director of MIS

Equal Opportunities: Impact Assessed

Review: 3 Yearly

POLICY NUMBER: 108

REGISTRATION AND CERTIFICATION POLICY

1   Policy Statement

Tyne Coast College aims to:

1.1   ensure the registration of individual learners to the correct programme within agreed timescales and by awarding body deadlines

1.2   claim valid learner certificates within agreed timescales

1.3   construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the hard copy certificate or e-certificate which is issued for each learner

1.4   complete these functions in line with current awarding body guidance

2   Scope

The Policy covers all members of the College Community.

3   Legislation

There are no specific pieces of legislation applicable to this policy.

4   Responsibilities

Everyone has a responsibility to give full and active support for the Policy by ensuring:

4.1   The Policy is known, understood and implemented.

4.2   **Exams Officer/Team**: timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners. Inform awarding body of any reasonable adjustments or special consideration for individual students. Ensures Subject Tutors receive registration confirmations. Audit certificate claims and certificates, including e-certificates, received from the awarding body to ensure accuracy and completeness. Ensures all records are kept safely and securely for three years post certificate.

4.3   **Subject Tutor**: Ensures an audit trail of learner attendance, assessment and achievement is accessible and each learner is aware of their registration status. Inform MIS of any changes to student details, withdrawals or transfers. Submit Access Arrangement and special consideration requests to SEND team. Request access arrangements by ticking the relevant flag on the exam booking form.

4.4   **SEND Team**: To process Access Arrangement and Reasonable Adjustment requests and forward details to Exams Officer/Team.

4.5   **Quality Nominee**: monitors registration and certification procedures within the centre to ensures external moderation exercises are completed.

4.6   **MIS Operations Manager**: ensures registration and certification policy and procedures are regularly reviewed. Oversees the registration, transfer, withdrawal and certificate claims for learners to ensure awarding body deadlines are met.

Within this general responsibility there are some specific responsibilities within the Examination teams:

4.7   Register each learner within the awarding body requirements/timescales and by fixed deadlines

4.8   Provide a mechanism for programme teams to check the accuracy of learner registrations and external assessment entries

4.9   Make each learner aware of their registration entries

4.10   Make each learner aware of their registration status

4.11   Inform the awarding body of withdrawals, transfers or changes to details

4.12   Ensure that certificate claims are timely and based solely on internally verified assessment records

4.13   Audit certificate claims made to the awarding body

4.14   Audit the certificates, including e-certificates, received from the awarding body to ensure accuracy and completeness

4.15   Keep all records safely and securely for three years post certification

5   Actions to Implement and Develop Policy

This policy has been developed through analysis of the awarding body requirements relating to Registration and Certification.

6   Monitoring & Evaluation

The MIS Operations Manager works with the Examination Officer to ensure the Policy meets the requirements of each of the awarding bodies in principle.

7   Related Policies

There are currently no directly related Policies.