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| **Registration & Certification Policy for Pearson Edexcel** |
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| **Policy Title** | |
| **Registration & Certification Policy For Pearson Edexcel** | |
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| Peregrinate Policy Manager | Angela Mollan, Chris Mollan |
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| Approving Signature | Angela Mollan |
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# Registration & Certification Policy

## Aim:

1. To register individual learners to the correct programme within agreed timescales. This process is started by the tutor responsible for the candidate. The tutor meets with the Headteacher to ensure the candidate is ready and has been taught all the curriculum. Once agreement is made the tutor provides the candidate with the registration form and once complete the form is given to the Registration and Exams Officer.

2. To claim valid learner certificates within agreed timescales. Following the examination process, the Registration and Exams Officer monitors post and Pearson Edexcel online for details of results. Once the notification to claim certification is received the Registration and Exams Officer will claim those certificates immediately.

3. 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. In order to do this, Peregrinate Ltd. will: All Pearson Edexcel forms will be filed by the Registration and Exams Officer. Copies will be kept on the students own file and record of achievement document.

• Register each learner within the awarding body requirements

• Provide a mechanism for programme teams to check the accuracy of learner registrations. Once confirmation of registration has been received copies of the registration documents will be forwarded to the tutor and Headteacher for checking.

• Make each learner aware of their registration status. Having received the approval of the Headteacher, tutors will request the Registration and Exams Officer to enrol candidates. Once registration has been confirmed by Pearson Edexcel the Registrations and Exams Officer will advice both the tutor and the candidate.

• Inform the awarding body of withdrawals, transfers or changes to learner details. This will be done using the Pearson Edexcel online site following their procedure requirements.

• Ensure that certificate claims are timely and based solely on internally verified assessment records. Once notification of claim for certificates is received the Registration and Exams Officer will claim immediately.

• Audit certificate claims made to the awarding body. Written copies of all processes from registration to claiming and receiving certification will be kept on file. Copies will also be kept within the candidates own file at Peregrinate and the Record of Achievement document.

• Audit the certificates received from the awarding body to ensure accuracy and completeness. Upon receipt of certificates each will be checked for accuracy taking into account correct spelling of the name, DOB and subject.

• Keep all records safely and securely for three years post certification.

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## Registration:

Learners complete Peregrinate School Registration form. This is then checked by the Registration and Exams Officer. Once form detail has been verified as correct the Registration and Exams Officer registers students using the Pearson Edexcel online registration form.

## Withdrawal:

Tutor responsible for the candidate and subject will advise the Registration and Exams Officer that a candidate is to be withdrawn. The Registration and Exams Officer will login to the Pearson Edexcel online site to withdraw the candidate.

## Unit Certification:

Once candidate has sat online examinations the post and Pearson Edexcel website is monitored for notification of pass or fail of candidates. Upon receipt of the notification to claim certificates the Registration and Exams Officer checks the spelling of names and DOB to ensure certification is correct and then files all paperwork for this series of examinations.

## Certification Staff Roles & Responsibilities:

The key personnel involved in the Pearson Edexcel Registration, Examination and Certification are the Registration and Exams Officer and the Headteacher. Tutors are responsible for ensuring and judging candidate readiness for each examination process.

The following documents both support an provide detailed information for all subjects covered in this policy.

[Information manual](https://qualifications.pearson.com/en/home.html): this is published by Pearson each year and

provides detailed information for Exams Officers about registration and

certification procedures for all Pearson programmes on our website.

[Centre Administration Documents](https://qualifications.pearson.com/en/support/support-topics/centre-administration/information-manual.html): Provides detailed information for all Centre Administration tasks and requirements.