



# The Wellington Academy

## Registration and Certification Policy

## Rationale

The rationale for this policy is to ensure that learners are registered on the correct programme/s. To claim valid learner certificates. Finally, to construct a secure, accurate and accessible audit trail, that ensures individual learner registration and certification claims can be tracked to the certificate in which each learner is issued.

In order to do this The Wellington Academy:

- Register each learner within the awarding body requirements. The Exam Officer will contact to the Head of Department requesting course details and QAN code.
- The Head of Department will investigate the potential for a recognition of prior learning. The Head of Department will then claim RPL, whilst adhering to the Wellington Academy Recognition of Prior Learning policy.
- 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 Department and Lead IV, set lists for checking with Programme Number and QAN. Head of Department to return with any amendments, within 48 hours of receiving email. A meeting will then be held between Exam Officer, Lead IV and Head of Department, to confirm entries.
- Examinations Officer will register students on Edexcel Online by the last working day of Term 1. The Exam officer will then send confirmation of this to Head of department and Lead IV.
- Head of Department and/or Lead IV will then make assessors and learners aware of their registration status.
- Heads of Department and/or Lead IV will make the Exam Officer aware of any withdrawals, transfers or changes to student's details. The Exam officer will then update this information on Edexcel Online within 24 hours.
- The Exam officer will inform all Heads of Departments and Lead IV's the final date to share certification claims.
- Lead IV will check and confirm the accuracy of grades with assessors.

- The Head of department and/or Lead IV will ensure that student grades are given to the Exam Officer by the agreed deadline using unit names and codes.
- Head of Departments and/or lead IV's will ensure that certificate claims are timely and based solely on internally verified assessment records.
- The Exam officer and QN will audit claims made to the awarding body.
- The Exam officer will Audit the certificates received from the awarding body to ensure accuracy and completeness.
- The Exam Officer, Lead IV, Quality Nominee and Head of Department will ensure that all records ( including formative and summative tracking) are safely and securely kept (adhering to GDPR regulations) 3 years after certificates have been issued.

### Definitions of Key processes in more Depth

- Registration: registration initiates our Quality Assurance processes. Learners following a standard academic year are registered by the last working day of term 1.
- Transfer: Transfer between programmes is permitted. Procedures need to ensure transfers are accurate and timely. They should also ensure that adequate information about the transferee's position and progress is communicated with Exams officer and Quality Nominee.
- Withdrawal: Head of Department and/or Lead IV must inform Exam Officer if a learner withdraws before completion. The Exam Officer will then claim completed learning using processes set out in this policy. The Exam officer will update Edexcel Online. Learners are able to be reinstated to the course at a later date.
- The Exam Officer will claim full qualifications or individual units using Edexcel Online. Rigorous sampling of claims and certification will be made by SLT lead in term 6 to ensure accuracy or fraudulent activity.

**This policy will be reviewed annually by the Quality  
Nominee and Examinations Officer**

