

REGISTRATION AND CERTIFICATION POLICY (PEARSON)

Name of Document:	Registration and Certification Policy (Pearson Programmes)
Responsible area:	Academic Administration
Current version:	2.3
Date of last review:	March 2021
Last review by:	Head of Academic Development
Policy Owned and approved by:	Higher Education Administration Team (HEAT)
Next review due date:	March 2022

Summary of changes to document

This document is now fully aligned with the new UK Quality Code for Higher Education.

Summary of Changes between previous and current issue	Page Number
Small amendment made to the procedure within the section Student registration with Pearson.	3

Aims of this document:

- To register individual students to the correct programme within agreed timescales.
- To claim certificates within agreed timescales for applicable students.
- To construct a secure, accurate and accessible audit trail to ensure that individual student registrations and certification claims can be tracked to the certificate which is issued for each student.

To achieve this, the College will:

- register each student within Pearson's requirements
- make each student aware of their registration status
- inform Pearson of withdrawals, transfers or changes to student details
- ensure that certificate claims are timely and based solely on verified assessment records
- audit certificate claims made to Pearson
- audit the certificates received from Pearson to ensure accuracy and completeness
- keep all records safely and securely for three years post certification.

Implementation and Procedures:

1. Student registration with Pearson

Student registrations with Pearson are authorised by the Head of Academic Administration and should normally take place within 2-3 weeks after the date of enrolment or induction. Before registration takes place, the Head of Admissions should check that each student has fully completed the College's registration process and holds an 'Enrolled' status. The Head of Academic Administration should second check all student registrations after this has taken place, to ensure the accuracy for their registration details. This list is then checked against new student enrolments by the Registrar to ensure all enrolled students have been registered with Pearson.

2. Student and Pearson communications (withdrawals, transfers and changes)

It is the student's responsibility to ensure that the College is kept informed of any changes to their registration status, for e.g. withdrawal or suspension. Students who have withdrawn from the programme will be identified at a Programme Assessment Board (PAB) meeting and together with those who remain inactive will be communicated to Pearson, via www.edexcelonline.com within 5 working days of receiving the notification.

The confirmation of previous withdrawals will be checked at the next PAB to ensure withdrawn students noted at the previous PAB have been withdrawn on Pearson portal.

Students who are transferring from another centre or onto another course will also be communicated to Pearson, via www.edexcelonline.com within 5 working days of receiving the confirmation of their enrolment status. Where applicable, such students will be liable to pay the difference in the course registration fees.

3. Certificate claims and Auditing Procedure

Students' final results and certification claims will be submitted to Pearson via www.edexcelonline.com, after these have been first marked, internally verified and reviewed by the Programme Assessment Board (PAB), and where necessary, signed off for certification by the Standards Verifier. This process is undertaken by the Head of Academic Administration, who enters the results records onto the system for final award certificate claims normally within 10 to 15 working days. After receiving the certificates from Pearson, the Programme Leader or Manager will audit each award against the verified assessment results published after the PAB to ensure that accuracy and completeness have been maintained.

Final award certificate claims should be authorised by receiving the grade sign off sheet of applicable students as approved by the Programme Assessment Board and or the External Examiner and audited by the Programme Leader/ Manager to ensure that accuracy and completeness have been maintained.

4. Record keeping

All student files and results are stored electronically and on password secured systems for a minimum of 3 years and released only to authorised personnel and within strict GDPR rules.