

## BTEC REGISTRATION AND CERTIFICATION PROCEDURES

---

Enrolment information will be checked by Course Leader /Curriculum Manager to ensure candidates are enrolled onto the correct qualification.

Following enrolment candidates will be entered onto the College's EBS system and registered with Edexcel Online. For September enrolments this will be done by the end of October.

Once Student Registration Forms (SRFs) are received by Registry/ Exams they will be given to the relevant Curriculum Manager to pass on to the Course Leaders.

Course Leaders will check all entries for accuracy and inform Registry/ Exams immediately of any errors.

Course Leaders will keep the SRFs secure and are given notification of the completion dates. The completion dates are critical and particularly important for UCAS applicants.

Course Leaders will set up ProMonitor Markbook and add candidate names and unit titles for the programme. This will then be updated regularly with the grades achieved for each assignment/ assessment and each unit.

Towards the end of the programme once all units have been completed and the grades and points totalled, Course Leaders will complete the SRFs using ProMonitor Markbook /BTEC Course Tracker to check that the final grades are accurate.

Curriculum Managers will double check the SRFs against the final grades recorded in ProMonitor Markbook, sign off the SRFs and ensure they are taken to Registry/ Exams.

SRF information will be entered onto Edexcel Online and checked before being submitted electronically.

The Confirmation Report will be checked again for accuracy. Any errors discovered at this stage will be notified to Service Operations at Edexcel.

If there are any issues with certificates they will be held by Registry/ Exams until the issues are rectified.

Certificates will be collected by students.

<b>Quality Assurance – version control</b>			
<b>Review period</b>	2 Yearly	<b>Review carried out by</b>	MIS Manager
<b>Approved by</b>	SLT	<b>Date approved</b>	27.2.18
<b>Equality Impact Assessment date</b>	February 18	<b>Last review date</b>	February 18