

Pearson Registration and Certification Policy

Document Version Control

Document Version	Committee	Committee Action	Date
V 2.0	Course Committee	N/A	
	QAEC	Approved	23 June 2015
	SMLT	N/A	
	Academic Committee	N/A	
	Board of Directors	N/A	
		Date in force	23 June 2015

Aim

- To register individual learners to the correct programme within agreed timescales.
- To claim valid learner certificates within agreed timescales.
- 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 the institution will:

Register each learner within the requirements set by Pearson

Process: The appropriate nominated member of Registry (Nominated Individual) will register each learner, subject to their full and complete enrolment, in accordance with the requirements of Pearson.

Provide a mechanism for programme teams to check the accuracy of learner registrations

Process: The Nominated Individual will enable supervised view only access within one Calendar month of registrations being effected to a Programme Course Leader for a new cohort of students.

Make each learner aware of their registration status

Process: The Nominated Individual will notify learners of their registration with Pearson within 7 working days of this being effected.

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

Process: The Nominated Individual will effect any necessary changes to a learner's record via Edexcel Online within 7 working days of the change. Where a withdrawal occurs during the course and the student has achieved credits by the time of withdrawal, a claim for any unit achievement will be made according to the process below from the time of withdrawal.

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

Process: The Nominated Individual will claim for certificate / unit(s) within 14 working days of an Examination Board ratifying an award or credits. Where a Learner has ceased study on a course/units and where eligibility for a full award has not been achieved, the Nominated Individual will claim for any unit(s) ratified for credit(s) within 14 working days of the relevant Examination Board. Before actually claiming, a sample check will be undertaken by the Nominated Individual to match IV records against the requirements of an award / credit claim.

Audit certificate claims made to

Pearson

Process: The Nominated Individual will request a Registry colleague to undertake a sample check of claims made after each main claim period (i.e. post Examination Board). This will be undertaken within one calendar month of the claim(s) being made.

Audit the certificates received from Pearson to ensure accuracy and completeness

Process: The Nominated Individual will carefully review received certificates and have these reviewed by a Registry colleague for double checking before issue to a learner. The member of Registry checking the certificates will reference ratified assessment records.

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

Process: Certificates and Records of Achievement will be kept on file in a safe and secure area for three years post certification. The Academic Administrator (Compliance) shall be responsible for such compliance.

Report to Pearson any registration or certification errors, fraudulent activity, serious assessment malpractice or untimely registration or certification through senior management.

Process: The Nominated Individual or a member of Registry would report a matter to a member of the institution's Senior Management and Leadership Team who in turn would ensure the matter was investigated and reported to Pearson.

This policy will be reviewed annually by the Academic Registrar or his nominee within Registry.