

# BTEC Entries and Certification Policy

**November 2015**



ARCHBISHOP  
SENTAMU  
ACADEMY

*Church of England*

The next 'Period of Review' will be **November 2017**

Approved by Archbishop Sentamu Academy, Principal on 30<sup>th</sup> November 2015

# Archbishop Sentamu Academy

## Christian Aims and Values

### Values

Inspired by God: Father, Son and Holy Spirit we **Aspire** to be a community founded upon mutual trust where everyone is loved for who they are. We seek to **Serve** others by putting their needs before our own and believe that working together, with God's help, we can **Achieve** more than we could alone.

As a Church of England Academy, our core values are trust, love and community:

- **Trust** is essential to human life and lies at the heart of all successful relationships. With wisdom and understanding, we can learn to trust. We aim to do this by being reliable and not letting others down. In this way we, can help each other feel safe;
- Jesus has shown us love. We try to reflect that **love** to those around us by being sensitive to the needs of all members of our Academy community;
- We aim to be an inclusive **community**. Each person is needed, valued and important. When things go wrong we will forgive each other and make a fresh start. We will share what we have with those in need and try to treat others as we would like them to treat us.

### Aims

As a Church of England Academy we aim to:

- Treat students, staff and visitors with respect;
- Incorporate and promote the values behind the academy motto; Aspire, Serve, Achieve in all we do;
- Instill a sense of self-worth and value in every student;
- Encourage student participation in the planning and the running of our Academy wherever possible;
- Encourage religious literacy as a way of interpreting the world around us;
- Encourage, challenge and support every person to achieve his or her potential.

# Archbishop Sentamu Academy

## BTEC Entries and Certification

### 1. Statement of Policy

The Academy understands the need to construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims in BTEC subjects can be traced to the certificate which is issued for each learner.

### 2. Statement of Policy Review

The Board of Trustees has agreed that this policy will be reviewed on a two yearly basis. This review will take into consideration all aspects of applicable legislation and advice current at the time of the review. The next 'Period of Review' will be **November 2017**

### 3. Aims of the Policy

Individual learners will be registered on to the correct programme before 1<sup>st</sup> November in the relevant academic year or within one month of new students enrolling on a programme. Learner certificates will be claimed within agreed timescales and within guidelines laid down by Edexcel. A secure, accurate and accessible audit trail will be created to ensure that individual learner registration and certification claims can be traced to the certificate, which is issued for each learner

### 4. Implementation

#### 4a. Registrations

Each learner will be registered onto new courses within the awarding body requirements, usually 1<sup>st</sup> November of each year or within one calendar month of enrolment. A mechanism for programme teams to check the accuracy of learner registrations will be in place. Class lists will be issued to Subject Team Leaders for checking 2 weeks prior to registrations being made. All registrations will be made well in advance of the registration DEADLINES. Subject team leaders will ensure that each learner is aware of their registration status.

#### 4b. Amendments to Registrations

Subject team leaders will inform the Quality Nominee of withdrawals, transfers or changes to learner details. Nominated members of the examination administration team will make any changes to registration status onto Edexcelonline only after confirmation from the Quality Nominee. Subject team leaders will be issued class lists at regular intervals during the academic year to ensure that changes to subjects affecting registration status do not go un-noticed.

#### 4c. Reporting of Results Prior to Entry onto Edexcelonline

Six weeks prior to the final deadline for certification, the Examination administration team will generate recording documents for final certification to Subject Team Leaders. Subject Team Leaders and subject teachers will ensure that these are completed accurately and the information is based on internally verified work and records. These will be returned to the Examination administration team by the required deadline.

#### 4d. Certification Confirmation Sampling

The Quality Nominee will random sample student work and IV documentation against the Final Grading Record submitted. This will take place within 1 week of the submission to the Examinations Administration team. Subject Team leaders will be notified of errors and further sampling conducted if errors are found. If errors are found in the second sample, all records will be returned to the Subject Team leader for further checking and amendment. The Senior Leadership Link of the subjects concerned will be notified.

#### 4e. Entry of Unit Results onto Edexcelonline

Nominated members of the Examinations Administration team will enter unit results shown on the recording documents onto Edexcelonline. Two members of staff to ensure the errors are minimised or eliminated will do this. Errors will be rectified using Edexcel forms within the same day of being identified. Once entered, all entries will be checked prior to sending to Edexcel. Records will be kept of entries made and date entered in the event of a query

#### 4f. Checking Certificates

Following certification claim, the examination administration team, against the records submitted by Subject Team Leaders, will check the confirmation documents. Edexcel will be notified of any errors within 1 working day.