



West Exe School

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BTEC REGISTRATION AND CERTIFICATION POLICY & PROCEDURES 2025-2026

Registration, Entry & Certification Policy

These procedures are in place to enable us to comply with the registration and certification requirements of Pearson and prevent inaccurate or false registrations, external assessment entries, or certification.

AIMS:

- To ensure that individual learners are registered on the correct programme within Pearson stated timescales
- To enter individual learners for assessment, where required, by published deadlines.
- To claim valid learner certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration, entries and certification claims can be tracked to the certificate which is issued for each learner

REGISTRATION.

1. Registering Learners with Pearson:

The West Exe School will ensure all relevant approvals are in place for the programmes being offered prior to starting delivery and assessment. West Exe School will register each learner to meet with Pearson requirements and provide a mechanism for programme teams to check the accuracy of the student registration. All learners undertaking Pearson qualifications, must be registered prior to the Pearson set deadline in the first year of the qualification. This will take place at the start of teaching and before any assessment activity is completed.

The registration process is as follows:

a) In September of the first year of the qualification, all confirmed student class lists should be forwarded to the examinations officer (Mrs Elizabeth Henderson), by the relevant programme leader, detailing the following:

- i) Full title of the qualification to be studied
- ii) QAN code
- iii) Full name and DOB of students(s) to be registered

b) The Exams Officer is to register the students through the appropriate means and within the awarding body requirements.

c) Confirmation of registration is to be obtained by the Exams Officer. The Exams Officer then registers each learner on the appropriate programme code, before any assessment activity is completed.

d) Once registration is confirmed, class lists are to be returned to the relevant programme leader detailing the names of the students and the course the students are registered for.

e) The programme leader gets programme teams to check the accuracy of the registrations and signs the list to confirm its accuracy and return to the exams officer for storing.

learner registrations

f) The Exams officer is to make each learner aware of their registration status and number, if requested.

g) The exams officer will ensure registration data on Edexcel Online is accurate and up to date, including learner 'estimated completion dates (ECD).

h) The exams officer will work with programme leads to ensure learner entries for internal and/or external assessment are accurate and timely, meeting published deadlines

2. Registration of a learner part way through a course.

Should any learner be required to register on a course part way through the course, this must be done as outlined in section 1. Learners can only be registered late onto the course if circumstances prevented the learner from being registered at the start of the course. E.g. late entry into the school.

The school will make each learner aware of their registration status and number, if requested.

Once the relevant programme leader has checked the accuracy of the entries, the learners are to be provided with confirmation of their entry. If there are any inaccuracies, the learner should inform their programme leader, who will then liaise with the examination officer to correct any errors, as appropriate.

3. Transferring Learners:

The school will inform the awarding body of withdrawals, transfers or changes to learner's details

3.1 Transfer of a learner to another programme within the centre

A learner registration may be transferred between programmes approved at the centre with current open validity for registrations; the centre must ensure that the learner is able to complete the programme on to which transfer is made e.g. that arrangements for accreditation of learning on the existing programme can be made.

3.2 Transfer of a learner to another centre.

A learner may transfer to another centre; normally if a registration is being transferred, it is to enable the learner to complete the same programme of study. For a certificate to be awarded, the learner's record at the final centre will have to show that all the required units are completed. Prior to transfer it is essential that a comparison of units previously undertaken is made against the requirement of the new programme. The learner must be advised of any additional work that may be needed to meet in full the requirements of the receiving centre. The initial centre must ensure that all completed units are notified to Pearson, and that all the relevant assessment records are passed to the receiving centre. The receiving centre should not process the transfer until all previous achievement has been notified.

3.3. The school will inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students

4. CERTIFICATION

Programme Leaders and the Exams Officer have a responsibility to:

- Ensure that certification claims are timely and based solely on internally verified assessment records;
- Audit certification claims made to the awarding body;
- Audit the certificates received from the awarding body to ensure accuracy and completeness.
- Keep all records safely and securely for three years post certification.

5. Certification of Learners.

1. Before the school can claim certification for any learner, the following must be completed:

- a) The learner must have completed all necessary components of the course
- b) Any outstanding internal verification procedures must have been carried out
- c) Any amendments/actions, as identified within the standards verification report (if appropriate), have been carried out, e.g. the report requires the centre to check other assessments, learners to improve work etc.

2. The process for claiming learner certification is as follows:

- a) All grades on the subject-based tracker are to be checked by the Lead IV/ Programme lead in consultation with the relevant subject teachers to ensure accuracy.
- b) The Lead IV and a nominated person within each programme area is to enter the grades on to the grade tracker with each grade input being coloured green.
- c) The Exams Officer together with the Quality Nominee or Programme Lead are to enter the grades for each candidate and subject area through the online BTEC bulk grade reporting system where possible.
- d) Where using the BTEC bulk grade reporting system is not possible or appropriate certification is to be claimed through the online individual learner reporting process.
- e) Whichever process is used to claim certification, it cannot be done alone as all entries must be double checked for accuracy.
- f) All certification claims must be complete by 5th July in any one academic year.
- g) The Exams Officer and Quality Nominee will check the certificates for accuracy and completeness when received and before they are given to the learners. Any inaccuracies will be reported to the awarding body immediately.

3. Keep all records safely and securely for three years post certificate

Key dates:

Please find all Key dates for BTEC qualifications here: [BTEC Key Dates 25-26.pdf](#)

2025 / 2026 Certification Windows

SERIES	CERTIFICATION CLAIMS VIA EDI	CERTIFICATION CLAIMS VIA EDEXCEL ONLINE
December / January	5 September 2025 – 7 January 2026	5 September 2025 – 16 April 2026
May / June	21 November 2025 – 15 May 2026	21 November 2025 – 5 July 2026

Results:

The results dates for 2025–26 are listed below. Pearson will post the grade boundaries and examiner reports on their websites on these dates.

Exam session	Results to centres	Results to students	Qualification
Jan-26	18/03/2026	19/03/2026	BTEC Nationals, Firsts and Tech Awards (from 2022)
Jun-26	14/08/2026 *	20/08/2026	BTEC Firsts, Level 2 Technicals and Tech Awards (from 2022)

* These are embargoed released dates specifically for registrations that are pending an external assessment result from summer 2025. Qualifications that are 100% internally assessed or are not awaiting an external assessment result from summer 2025 are not embargoed and can be released once an overall qualification grade is awarded

This policy will be reviewed every 12 months by the Exams Officer and the QN:

Signed:



Quality Nominee

Signed:



Exams Officer

Date: September 2025

Review Date: September 2026