



Student Recruitment, Registration and Certification Policy

Current publication date	Responsibility of	Next publication date
March 2024	Exams Officer	March 2026

Policy Aims:

- To ensure that all students are recruited onto courses based on their aspirations, skills and attributes with integrity and professionalism.
- To register individual students for the correct programmes within the correct timescale.
- To ensure students are entered for externally assessed units where necessary.
- To claim valid student certificates by an agreed deadline.
- To ensure that individual student registration and certificate claims are accurate and secure.

Policy Actions:

- Students will be registered within the awarding body requirements.
- Procedures put into place so programme teams can confirm the accuracy of student registrations.
- Ensure each student is aware of their registration status.
- Inform the Awarding Body of any withdrawals, transfers or changes to student details.
- Where the programme requires, students will be entered for the necessary externally assessed units in accordance with Pearson requirements.

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- Exam information will be distributed to students and staff by the Exams Officer prior to the examination date.
- Ensure that certificate claims are made by the deadlines set.
- Keep all certificates secure for three years post certification.

Policy Practice:

- Course leaders will provide information relating to courses for publication in prospectus and electronically. Such information should outline the requirements of the course, the possible entry requirements, progression routes and the possible careers that a successful applicant could pursue.
- Attendance at Open Days is encouraged to give possible recruits' a flavour of the type of work undertaken and where possible an example of the method of assessment used.
- A period of time of induction will be given to students undertaking new courses but it is envisaged that withdrawals will be at a minimum with robust information, advice and guidance processes. Course leaders will speak to students personally who they feel may struggle to engage with the course materials and or the assessment procedures.
- Course leaders should always look to tailoring the methods of assessment to suit the individual needs of students in order to make courses accessible.
- The Exams Officer shall ensure that a robust system of registration is in place to ensure that all students are registered on courses in line with examination board's requirements and within deadline. Such a system should take account of checking details of students, the type of course they have been registered onto and the need to cross check all details with Course Leaders.
- Students shall be required to provide proof of identification within one week of course start date. Assessors must ensure that they are satisfied of student's identity at each assessment point.
- Course Leaders will ensure that all students registered and inducted on to courses will be familiar with KLDC Sixth's policies relating to malpractice, appeals and internal verification and assessment along with the policy on reasonable adjustment and special consideration.
- The Exams Officer shall ensure that the transfer of data between centres is also completed in the event of a student transferring between centres. The Exams Officer shall ensure that all students are aware of their student status and that withdrawals, transfers or changes to any student's details are kept up-to-date and that examination boards have been notified.
- Course Leaders are responsible for the assessment data held by the examination boards is accurate and that they can provide an audit trail of student assessment and achievement which can be made accessible.

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- The Exams Officer shall ensure that timely certificate claims are made and that they are based solely on internally verified records and that these are made to the Awarding Body. All certificates should be audited to ensure accuracy and completeness. The Exams Officer shall ensure that all records are kept safely and securely post certification for recommended periods of time in line with examination board requirements. The Exams Officers should ensure that unit certification takes place for students who have not completed sufficient number of units to receive the full award but can be certificated for the units that they have achieved.