



BTEC Examinations and Certification Policy

Author	H Tombs
Date	February 2020
Version	2
Approved Date	February 2020
Review Date	March 2022

This policy is to lay out the school's policy and procedures in relation to Pearson's BTEC courses and examinations.

1 Alderbrook School aims

- 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 to each learner.

2 In order to do this we will:

- Register each learner within the awarding body requirements.
- Provide a mechanism for programme teams to check the accuracy of learner registrations.
- Inform the awarding body of withdrawals, transfers or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit certificate 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