



Registration & Certification Policy/Procedures

Wilson Stuart School Registration Process

Exams officer

- In June, the EO will send a Qualification Pro-Forma to subject teachers and faculty leaders requesting Course details and programme Numbers being delivered for the next academic year for the forthcoming exam series.
- In September the EO will send an Entry Pro-Forma to subject teachers and faculty leaders requesting Course details, Programme Numbers, QAN, and Candidate names. This will then be collated into a composite summary and sent back to faculty leaders and SLT for checks & approval to enter.
- The EO will request final entry information from Faculty Leaders in a timely manner to ensure awarding body external deadlines for submission can be met.
- The EO will inform Faculty Leaders of subsequent deadlines for making changes to final entry information without charge.
- The EO will confirm with Faculty Leaders final entry information that has been submitted to awarding bodies.
- The EO will ensure Candidate Numbers, UCIs & ULNs are generated/obtained through the school MIS in readiness for making entries/registrations.
- Throughout the autumn term, the SENCo is informed of all students who will need to have a Form 9 or to be WRAT tested for access arrangements and applications for reasonable adjustments and special consideration to be made via AA Online or alternatively through relevant JCQ forms and forwarded to the boards for approval in a timely manner. Appeals to be made if needed and orders for modified papers to be submitted by or before the deadlines set by JCQ and Awarding Organisations.
- The EO will download Base data from the awarding body into the school MIS and enabled to allow candidates to be registered to the relevant course codes agreed.
- Once final entries have been input into the school MIS a final report is printed for SLT to agree. If agreed, an entry file is generated and submitted to the boards via A2C for its final entry submission if the awarding body is governed by JCQ. Where an awarding body is not governed by JCQ, entries are manually entered onto the secure portals or bulk uploaded via csv file. If the report is not agreed amendments are be made and a report is again submitted for approval to submit to the board. JCQ governed boards are entered by 21st February and all other entries not governed by JCQ are entered in the Spring Term before any awarding body deadlines.
- Once received confirmation and feedback from awarding bodies on entries made; the EO will check any warning reports and resolve any issues.
- The EO will make each student aware of individual registrations, print candidate reports and issue for checking.



- The EO will inform the awarding body of withdrawals, transfers, and changes to candidate details.
- Candidates, or parents/carers, cannot request a subject entry, change of level or withdrawal.
- Makes candidates aware of the JCQ **Information for candidates – Privacy Notice or any board specific documentation** at the start of the course/qualification or when entries are being processed for a general qualification.
- Check to ensure that there is not a more suitable qualification on the Ofqual Register and to ensure Key Stage 4 qualifications are DfE-16-16 funded, Key Stage 5 qualifications are 16-18 EFSA funded, and post 19 qualifications are also 16-18 ESFA funded.

Senior leaders

- Authorise entry information requested by the EO to the internal deadline.
- Inform the EO immediately of any subsequent changes to entry information for the entry and withdrawal of candidates for their examinations and assessments or at the very least prior to the deadlines, which includes:
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries

Late entries

Exams officer

- Has clear entry procedures in place to minimise the risk of late entries.
- Charges any late or other penalty fees to departmental budgets.

Senior leaders

- Minimise the risk of late entries by
 - following procedures identified by the EO in relation to making final entries on time.
 - meeting internal deadlines identified by the EO for making final entries.

Private Candidate

The Centre does not accept private candidates.

Recognition of Prior Learning (RPL)

The Regulatory Arrangements for the Qualifications and Credit Framework (QCF) provides the following definition of Recognition of Prior Learning (RPL):

Recognition of Prior Learning (RPL) is 'a method of assessment that considers whether a



learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills that they already possess and do not need to develop through a course of learning'.

In the context of the QCF, the definition of RPL is quite specific and relates to assessment leading to the award of credit. Assessment for RPL is conducted against the learning outcomes and assessment criteria of a unit/module and is subject to exactly the same internal and external quality assurance requirements as any other kind of assessment.

RPL uses a learner's evidence of earlier learning and achievement towards part of a qualification. An assessor reviews whether the evidence is enough to show that a learner has met the assessment requirements for a current qualification. The learner needs to show that through knowledge, understanding or skills they already have, they do not need to repeat the course or complete extra assessment activity.

If there is evidence that the learner has previously shown the knowledge, skills or understanding required by a qualification, this may be used towards achieving that qualification. The evidence must be valid, current, reliable, authentic, and sufficient by using candidate certificates, notification of performance, statement of results, statement of units and/or a Personal Learner Record.

RPL may be used by the centre where a student tops-up from an Award to Certificate in the same qualification or suite of qualifications. Units can be used for RPL; however, Wilson Stuart School will ensure additional tasks can be set out to ensure the Learning Outcomes not achieved can meet the assessment criteria.

RPL will not be used for more than 50% of the total credit/guided learning hours of a qualification.

All RPL units to be claimed will be clearly documented on the entries tracking log and evidence to be kept on the candidate's file.

All internal and external moderators, standard verifiers & quality assurers will be informed of any RPL being claimed and where to find evidence. The awarding organisation is responsible for awarding credit. The procedure is the same as for other forms of assessment. The credit is recorded in the learner record. Any claims for credit via RPL should be identified as such to ensure that the appropriate amounts identified in rules of combination for qualifications are not exceeded. This will be recorded as RPL as opposed to normal assessment methods and on the claims for credit towards a full qualification. Certificates, where appropriate, may be awarded with RPL credits being identified as such and RPL will then be recognised on credit transcripts.

Wilson Stuart School Withdrawing Products / Learners

Wilson Stuart School may withdraw learners for reasons such as:

- A learner has regressed and is struggling with their studies.



- Persistent learner absence
- The learner transfers to another educational setting
- The learner has not completed sufficient work to pass the course.

Withdrawal of a learner will ultimately be the Associate Head of Secondary and/or the Executive Head Teacher's decision; however, if unhappy with this decision, learners have the right to complain, clearly stating the grounds of their complaint and following the Exams Complaint's Procedure.

Wilson Stuart school reserves the right to withdraw a learner where sufficient evidence has been gathered and due process has been followed.

Wilson Stuart School may withdraw a whole course/product in exceptional circumstances where sufficient evidence has been gathered, due process has been followed and all other avenues has been exhausted.

Learners have the best chance of success if they attend school. Attendance is monitored daily, and non-attendance is considered a concern. Regular attendance reviews take place to identify attendance concerns and learners are supported to re-engage with learning. Failure to improve attendance after support and interventions could result in withdrawal from courses.

If a learner engages in malpractices as outlined in the malpractice policy, it could result in withdrawal of studies.

Where school has decided to withdraw learners from a course or remove a course from a whole cohort, this is discussed with the learner and parents verbally and confirmed in writing.

Wilson Stuart School Certification Process

Certificates are provided by awarding bodies after examination results have been confirmed. Certificates always remain the property of the awarding bodies.

Purpose of the procedure/policy

The purpose of this procedure/policy is to confirm how Wilson Stuart School issues examination certificates to candidates and the policy for the retention of any unclaimed/uncollected certificates in compliance with JCQ regulations.

Issue of certificates

Wilson Stuart School will:

- distribute certificates to all candidates without delay and regardless of any disputes.
- not withhold any certificate without prior permission from the relevant awarding body which will only be given in very exceptional circumstances.



- keep a record of the certificates that are issued.
- return any certificates requested by the awarding bodies as certificates always remain the property of the awarding bodies.
- The receipt of certificates from awarding bodies and arrangements for the issue of certificates to candidates is managed by Dannii Shipley Examinations Officer.

Arrangements for the issue of certificates

Candidates will receive their certificates in person at Wilson Stuart School's Awards Presentation Evening. Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so and bring suitable identification with them that confirms who they are. Candidates should check their personal details and final grades, if they identify any errors, these must be raised to Examinations Officer with immediate effect. Only in exceptional circumstances will certificates be posted to candidates. Candidates must request this in writing confirming their current address. Certificates will be posted using Royal Mail Recorded Delivery.

Wilson Stuart School retains certificates for one year after this period; certificates will either be destroyed confidentially or returned to the Awarding Organisation.

Candidates are informed of the arrangements for the issue of certificates as follows:

In the Autumn Term following exams, Candidates will be notified by letter invite to the Awards Ceremony, phone call, or through assemblies and form tutor if they return to 6th Form & College.

Where a candidate is unable to claim/collect certificates under the normal arrangements, Candidates may arrange for certificates to be collected on their behalf by providing the exams officer with written or email permission/authorisation. Authorised persons must provide ID evidence on collection of certificates.

Record of issued certificates.

A certificate log, recording each of the candidate's certificate will be kept for 7 years.

Retention of certificates

Wilson Stuart School will:

- retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue!
- destroy any unclaimed certificates after retaining them for a minimum of 12 months.
- destroy certificates in a confidential manner or may return them to the respective awarding body.
- retain a record of certificates that have been destroyed for four years from their date of destruction.
- (where applicable) inform candidates that some awarding bodies do not offer a replacement certificate service and in such circumstances the awarding body will issue a Certifying Statement



of Results which will provide an accurate and complete record of results for all qualifications covered by the original certificate.

- The retention of unclaimed or uncollected certificates is managed by Dannii Shipley Examinations Officer.

Retention policy

Wilson Stuart School retains certificates for one year after this period; certificates will be destroyed confidentially, posted securely, or returned to the Awarding Organisation. A detailed log of the retention of certificates will be kept for 7 years and located on the Exams Area

Name: Dannii Shipley

Position: Examinations Officer

Annually Updated: 05/09/2025