NCFE Registration/Withdrawal Policy

Policy/Procedure creator: Mrs Charlotte Turner  
Policy/Procedure created/reviewed: 09/12/2022

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| Centre name | Ormiston Bushfield Academy |
| Centre number | 22319 |
| Date policy first created | 10/10/2023 |
| Current policy approved by | Rebecca Rhodes |
| Current policy reviewed by | Charlotte Turner |
| Date of next review | November 2025 |

Key staff involved in the plan

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| --- | --- |
| Role | Name(s) |
| Head of centre | Dennis Kirwan |
| Exams officer line manager (Senior Leader) | Rebecca Rhodes |
| Exams officer | Charlotte Turner |
| SENCo | Leigh Drew |
| Approved/Review by | Charlotte Turner |
| Date of review | October 2024 |

This policy is reviewed annually to ensure compliance with the current regulations

**Purpose of the Policy**

This purpose of this document is to:

* Ensure that all NCFE programmes are appropriately implemented and meet the guidelines set by the examination board and JCQ assessment policies.
* Identify staff responsibilities and procedures in planning and managing NCFE Qualifications

**Staff Responsibilities**

Head of Centre

* Responsible for monitoring the implementation of this policy

Exams Officer

* Responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners. All learners must be registered by November 1st for programmes starting in September.
* Ensuring learner details held by the awarding body are accurate
* Providing a mechanism for subject areas to check the accuracy of the student registration
* Informing the awarding body where the Academy is able to apply for reasonable adjustments or special consideration for individual students
* Arranging for the effective administration of all externally assessed units, in accordance with JCQ and exam board guidelines and policies
* Reporting results to the awarding body
* Keeping all records safely and securely for three years post certificate

Quality Nominee

* Overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met
* Ensuring that all staff are aware of the systems put in place to ensure consistency and reliability of courses, assessments and accreditation
* Ensuring that subject leaders have followed procedures by internally verifying assignments
* Sampling assignments to ensure evidence of colleagues responding to IV feedback
* Ensuring adherence of NCFE programme to exam board’s guidance
* Sampling and monitoring individual subjects’ documentation
* Evaluating NCFE structures and processes and identifying development priorities
* Arranging to attend appropriate training

Lead Internal Verifier

* Managing assessment and internal verification of units and qualifications
* Working with teachers and internal verifiers to agree an assessment and verification plan for all cohorts from the start of the programme
* Ensuring that the assessment and verification plan is fit for purpose and meets regulatory requirements before it is signed off
* Approving a single resubmission to allow a learner to meet the assessment criteria targeted providing
  + The learner submitted the work on time (or had an agreed extension)
  + The teacher feels that the learner will be able to provide improved evidence without further guidance
  + The learner confirmed the work was their own (by signing and dating the declaration)
  + The assessor has authenticated the evidence

Head of Department

* Ensuring that an audit trail of learner assessment and achievement is accessible
* Coordinating and monitoring the learner details held with NCFE Portal
* Liaising with the Exams Officer about
  + The completion of all externally assessed units
  + The registration & certification of learners at appropriate levels
* Lead and coordinate the writing of assignments
* Issue assignments to students after IV adjustments
* Internally verifying assignments
* Responding to IV feedback
* Ensuring adherence of NCFE programme to exam board’s guidance

Subject Teacher

* Supporting HoD by writing assignments as required
* Internally verifying assignments
* Responding to IV feedback
* Issuing assignments to students after IV adjustments
* Ensuring adherence of NCFE programme to exam board’s guidance

All students:

* Completing 100% attendance and punctuality to all lessons
* Completing assignments with original work and following the guidance given by their subject teacher to the best of their ability and within given timeframes.

**Registration and Certification**

Aim

* 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 for each learner

In order to do this, Ormiston Bushfield Academy will:

* Register each learner within the awarding body requirements
* Register each learner on the appropriate programme code, before any assessment activity is completed
* Provide a mechanism for programme teams to check the accuracy of learner registrations
* Make each learner aware of their registration status
* 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

**Registration Procedure**

1. All NCFE entries to Exams Officer by the end of September
2. Exams Officer to produce list of entries for HoD.
3. HoDs to confirm accuracy of entries, identify errors and omissions which the Exams Officer will address.
4. Exams Officer to upload entries to NCFE Portal

**Unit Certification Procedure**

1. Before the academic year starts, the HoD to produce a clear timeline for the completion of units.
2. Within two weeks of completing the unit, the HoD will record and share evidence of standardisation which is to be shared with SLT line manager and Lead IV.
3. No later than a week later, the HoD to address possible issues.
4. Verified assessment outcomes updated to departmental tracking sheet within 3 weeks of completing the unit of work

**Certification Procedure**

1. Template generated by the Exams Officer which will collect the name of the unit and the grade achieved by each student. This will be shared with those concerned. This will be returned to the Exams Officer.
2. The Exams Officer will produce a spreadsheet of results which HoDs will check for accuracy.
3. HoD to confirm accuracy of results, and identify errors and omissions. Exams Officer to address any issues.
4. As certificates come into the office, the Exams Officer will check them and file them. If any issues, they’ll be followed up with immediately.

**Withdrawal Procedure**

1. Exams Officer receives off-roll list of students weekly from attendance and admissions team.
2. Exams Officer to double check with Subject Teacher that the student is to be withdrawn from the NCFE course.
3. Exams Officer withdraws candidate via NCFE Portal