



## Exams Registration and Certification Policy

<b>Reviewed by:</b>	Richard Fihosy / Claire Ames
<b>Date:</b>	July 2025
<b>Ratified by:</b>	Board of Directors
<b>Review:</b>	Annual
<b>Next Review:</b>	September 2026

### 1. Policy Statement

AS2Educate is committed to ensuring that all students are supported through the exams process in a way that reflects our trauma-informed approach and promotes access, fairness, and success. This policy outlines our procedures for registering students for exams and ensuring timely, accurate certification for qualifications achieved.

### 2. Scope

This policy applies to all Key Stage 4 and Post-16 learners enrolled at AS2Educate who are undertaking qualifications assessed by external awarding bodies.

### 3. Aims

- To ensure all learners are correctly registered for the appropriate qualifications in a timely manner
- To uphold the integrity of the registration, assessment, and certification processes
- To support learners with appropriate adjustments, ensuring access in line with JCQ and awarding body guidelines
- To issue certificates promptly and securely once received from the awarding body
- To ensure learners feel safe, informed, and empowered throughout the process

### 4. Exams Registration Procedure

#### 4.1 Initial Enrolment and Tracking

- Upon admission, the student's prior attainment and qualification targets are reviewed.



- A personalised learning plan is created, outlining potential qualifications and entry levels.
- Information is recorded securely on AS2Educate's management system.

#### **4.2 Registration**

- Students are registered with awarding bodies by the designated Exams Officer.
- Registrations are completed well within awarding body deadlines to avoid late fees or administrative issues.
- Learners and parents/carers are informed of qualifications entered, unit codes, and exam/assessment dates.
- Students are encouraged to ask questions and express any concerns, with trauma-informed communication at the heart of the process.

#### **5. Reasonable Adjustments and Access Arrangements**

- Access arrangements (e.g. extra time, rest breaks, readers) are applied for where eligible, following JCQ/awarding body rules.
- Assessments for access arrangements are completed by trained professionals and reviewed annually.
- AS2Educate ensures adjustments are implemented discreetly and respectfully, with the student's dignity and comfort in mind.

#### **6. Exams and Assessment Conduct**

- Exams are conducted in line with JCQ regulations or specific awarding body rules.
- Students are supported in understanding expectations for conduct, format, and any required preparation.
- Emotional support, familiarisation sessions, and quiet preparation spaces are offered to reduce anxiety and increase confidence.
- All assessments and invigilation are overseen by trained staff.

#### **7. Internal Assessment and Quality Assurance**

- Internal assessments are marked in accordance with the awarding body's standards.
- Work is internally verified and externally moderated as required.

- Feedback is given constructively and supportively, in line with trauma-informed practice.

## 8. Certification Procedure

### 8.1 Certification Requests

- Upon completion of all qualification components, the Exams Officer will submit results to the awarding body for certification.
- Awarding body timelines are monitored to ensure prompt receipt of certificates.

### 8.2 Issuing Certificates

- Certificates are checked for accuracy on arrival.
- Learners (and parents/carers where appropriate) are informed that certificates are available for collection or distribution.
- Certificates may be presented in person at a celebration event or posted securely, depending on student preference.
- A record of certificate issue is maintained, including date and method of delivery.

## 9. Lost or Replacement Certificates

- Students who lose their certificates will be supported in contacting the relevant awarding body for replacements (fees may apply).
- AS2Educate retains records of achievements for at least five years to support tracking and verification.

## 10. Roles and Responsibilities

Role	Responsibility
Exams Officer	Oversees registration, access arrangements, and certification processes
Teaching Staff	Identify learners' qualification needs, provide internal assessment support
IQA/SLT	Quality assure assessments and ensure compliance with awarding body requirements



Role	Responsibility
Learner	Engages with the exams process, communicates needs, and maintains academic integrity

## 11. Monitoring and Review

This policy will be reviewed annually to reflect any updates to JCQ or awarding body guidance and to ensure it remains aligned with AS2Educate's trauma-informed practice and learner-centred values.

## 12. Related Policies

- Trauma-Informed Behaviour Policy
- Exams Access Arrangements Policy
- Malpractice and Maladministration Policy
- Special Consideration Policy
- Data Protection Policy