

Student Recruitment, Identification, Registration and Certification Policy (Exams)

Clarity Independent School

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Clarity Independent School is committed to safeguarding...

"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and caregivers to keep children safe."

Clarity Safeguarding Policy September 2025

Written by previous Deputy Head

This is version [3]

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Name: Richard Clow

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Introduction

This policy applies to all enrolled students at Clarity Independent School. Only enrolled students at the school will be registered and entered for qualifications and examinations.

The policy is edited using the most recent publication of JCQ's regulations and guidance which is contained in the Access Arrangements and Reasonable Adjustments (AARA) for conducting examinations. All schools must comply with these regulations.

For the purposes of this document, any reference to 'the school' will mean Clarity Independent School.

Purpose of the Policy

Clarity Independent School is committed to support students to take the right, realistic and well-informed choice. The school provides quality information, advice and guidance as per the awarding body requirements. The process of quality information, advice and guidance continues from the registration to the certification of the course.

The policy is designed to protect the integrity of our qualifications and the assessment process.

Aims

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

Actions

1. Students will be registered within the awarding body requirements.
2. Procedures put into place by the Exams Officer and School Assessment Officer to ensure the accuracy of student registrations.
3. Ensure each student is aware of their registration status.
4. Inform the awarding body of any withdrawals, transfers or changes to student details.
5. Where the programme requires, students will be entered for the necessary externally assessed units in accordance with the awarding body requirements.
6. Exam information will be distributed to students and staff by the Exams Officer

prior to the examination date.

7. Ensure that certificate claims are made by the deadlines set.
8. Maintaining an accurate, up to date and auditable centre registration, achievement and certification records according to awarding body requirements.
9. Maintaining a secure, accurate and accessible audit trail to ensure that the registration and certification process for each student can be tracked.
10. Keep all certificates secure for three years post certification.

Practice

Course leaders will provide information relating to courses for publication to parents and for all interested parties. 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.

Parental attendance at Open Days is encouraged to give possible recruits' and their parents specific information about the type of work to be undertaken and the method of assessment used; and the opportunity to ask questions.

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.

Registration

The Exams Officer and School Assessment Officer shall ensure that a robust system of registration is in place to ensure that all students are registered on courses in line with the awarding body 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.

Procedure to Identify Students

Students sitting their examinations are currently on roll at the school and therefore will have already provided documentary proof of identity during the admissions process.

Staff assist outside the examination venues and help verify the identity of students.

The Examination Officer provides seating plans and registers in accordance with JCQ and awarding organisation requirements.

Photographs are available of the students, to which all staff have access via the Arbor MIS system.

If any examination staff or invigilators are unsure of the identity of a student, a member of the leadership team will be called to assist.

In cases where it is impossible to identify a student due to the wearing of religious clothing, such as a veil, the student will be approached by a member of SLT of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. **Students are informed of this in advance of their examinations.**

Records and Certificates

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 the relevant assessment board has been notified.

Course Leaders are responsible for the assessment data held by the assessment board and ensure it is accurate and that they can provide an audit trail of student assessment and achievement which can be made accessible.

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 awarding body requirements.

The Exams Officer should ensure that unit certification takes place for students who have not completed enough units to receive the full award but can be certificated for the units that they have achieved.

Related Policies and Guidelines

This policy is linked to our:

- Examinations Management Policy
- Examination Internal Appeals Policy
- Examination Contingency Plan
- Examinations Complaints and Appeals Procedure Policy
- Examinations Word Processing Policy
- Assessment Procedures Policy
- Non-examination Written Controlled Assessment Policy
- Recognition of Prior Learning Policy and Process
- Equality Policy
- Conflict of Interests Policy
- Staff Handbook
- Whistleblowing Policy

This policy will be reviewed annually in accordance with JCQ regulations. Overall responsibility for examinations in Clarity Independent School rests with the Headteacher, Debbie Hanson.