



Learner Recruitment, Certification and Withdrawal of NCFE Qualifications Policy (Exams)

Calthorpe Park School

May 2025

No substantial changes made to previous version

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| Centre name | Calthorpe Park School |
| Centre number | 58333 |
| Date policy first created | May 2025 |
| Current policy approved by | Emma Jones |
| Current policy reviewed by | Emma Jones |
| Date of next review | May 2026 |

Recruitment and Admission to a course

Calthorpe Park ensures that:

- suitable course information is provided for all Year 8 students in the run-up to their Options Process, this includes particulars about any entry requirements, progression routes, content, outcomes such as type and level of qualifications available through the course, teaching methods and material formats, specific requirements of students, type and level of work
- there is equality of opportunity for students seeking a place on any KS4/Level 4 course whilst taking responsibility to balance demand for places against course capacity.
- as part of the wider Options Process for all KS4 courses at school, learners are invited to join NCFE courses based on their aspirations, skills and attributes
- students meet the specific entry requirements of a programme or course
- students are enrolled on to courses with completed registrations, including the correct use of Unique Learner Numbers (ULNs)
- comply with current Learning Difficulties and Disabilities (LDD) legislation and ensure best endeavours are applied throughout a student's learning journey
- balance demand for places against course capacity by selecting applications for courses carefully in order to maximise opportunities for students in the best way possible, as considered by the school.
- only offer places to courses where sufficient interest is noted for a course and if insufficient interest is recorded, a proposed course will not be scheduled.
- provide a suitable learning environment for students
- any previous achievements or credits, attained by students who perhaps transfer from another school, are applied and transferred, including exemptions and equivalences, with the student's consent

Certification:

Calthorpe Park ensures that:

- students are registered for the correct programmes and entered for externally assessed units where necessary within the described timescale.
- students attend lessons and assessment sessions and comply with frameworks for all lessons, taught sessions, assessments and examinations
- share exam information to students and staff by the Exams Officer prior to any assessment or examination date.
- all aspects of personal data relating to students, course achievements and ongoing assessments will be kept secure and processed in accordance of GDPR requirements
- retain accurate assessment and progress data, in accordance with the examining body's requirements

- process and issue results and certificates in accordance with the examining body's requirements
- comply with any limitation of the minimum amount of time that a student must be registered with the examination body before claiming a certificate
- take reasonable steps to ensure that all relevant staff understand how and when to register students and claim for certification
- learner certificates are claimed by the described deadlines.
- take reasonable steps to stop incorrect certificate claims being made by mistake or through dishonesty
- withhold any student's achievement/certificate/result on behalf of the examining body if required to do so.
- ensure that teaching staff are timetabled with groups of students who are prepared to work towards gaining their target qualification and, where appropriate, withdraw a student who is not suitably working and offer the place to another student on any waiting list.

Changes to programmes and Withdrawals:

Calthorpe Park School will:

- inform the awarding body of any withdrawals, transfers or changes to learner details.
- suitably monitor all procedures and practices and inform the Headteacher and/or Governors should there be any cause of concern which may affect the quality of teaching, course provision or learning opportunities for the students.
- continue to provide access to the course for the duration of the student's who are on the course wherever possible but, in challenging or critical situations where staffing or provisioning prohibits a course being completed, terminate a programme in liaison with all affected.

May 2025 (WB for EJS)