



**Functional Skills L2 (English)**  
**Registration, Entry and**  
**Certification**  
**Sir Thomas Rich's**

### **Functional Skills L2 (English) Registration, Entry & Certification Policy**

Centre name	Sir Thomas Rich's
Centre number	57143
Date first created	1/04/2026
Current policy approved by	Senior Leadership Team (SLT)
Current policy reviewed by	Jo Tyler (EO)
Date of review	1/04/2027
Date of next review	April 2027

### **Key staff involved in the policy**

Role	Name(s)
Head of centre	Matthew Lynch
Senior leader(s) i/c exams	Dave Dempsey (Deputy Headteacher/Deputy Head of Centre) Sonja Jones (Director of Finance and Operations, Line Manager for exams)
Quality Nominee	Joanne Loveridge (SENDSCO)

This policy is reviewed annually to ensure compliance with current regulations

## **Aims**

1. To register individual learners to the correct programme within Pearson stated timescales.
2. To enter individual learners for assessment, where required, by published deadlines.
3. To claim valid learner certificates within agreed timescales.
4. To construct a secure, accurate and accessible audit trail to ensure that individual learner registration, entries and certification claims can be tracked to the certificate which is issued for each learner.

## **To do this, Sir Thomas Richs will:**

- Ensure all relevant approvals are in place for programmes being offered, prior to starting delivery and assessment
- Register each learner to meet with Pearson requirements
- Register each learner on the appropriate programme code, at the start of teaching and before any assessment activity is completed
- Provide a robust mechanism for programme teams to check the accuracy of learner registrations
- Make each learner aware of their registration status and number, if requested
- Inform the awarding body of any withdrawals, transfers, or changes to learner details
- Ensure registration data on Edexcel Online is accurate and up to date, including learner 'estimated completion dates (ECD)'
- Ensure learner entries for internal and/or external assessment are accurate and timely, meeting published deadlines
- Provide a robust mechanism for programme leads to check the accuracy of individual learner entries
- Ensure that certificate claims are timely, to meet Pearson published deadlines
- Audit certificate claims made to Pearson
- Audit the certificates received from Pearson, to ensure accuracy
- Keep and maintain accurate learner records safely and securely for three years post certification, in line with Pearson Terms and Conditions

## **1. Registration, Entry and Certification Procedure**

### **1.1 Purpose**

To ensure all learners are correctly registered, entered for assessment, and certificated in line with Pearson requirements.

### **Centre Staffing Structure**

Due to the small cohort size for Functional Skills Level 2 English (1–15 learners), the centre operates with the following roles:

- **SENDCo (Teacher)** – Assessor, Lead Internal Verifier (LIV), and Quality Nominee

- **Exams Officer** – Responsible for all administrative processes including registration, test booking, and certification

The centre ensures appropriate separation between administrative and quality assurance functions.

## 1.2 Roles and Responsibilities

- **Exams Officer**
  - Registers learners on Edexcel Online
  - Books and manages on-demand tests
  - Processes withdrawals/amendments
  - Monitors results and certification
- **Teacher / Lead Internal Verifier / Quality Nominee**
  - Confirms learner eligibility and readiness
  - Provides learner details to Exams Officer
  - Ensures internal assessment (SLC) is complete
  - Ensures OSCA standardisation is completed annually

## 1.3 Registration Procedure

1. Learners are enrolled onto Functional Skills Level 2 English.
2. The Teacher provides learner details to the Exams Officer prior to enrolment.
3. The Exams Officer registers learners via Edexcel Online.
4. Registrations are completed:
  - Before any assessment takes place
5. Registration records are stored securely.

## Amendments / Withdrawals

- Amendments are made via Edexcel Online.
- Withdrawals are processed promptly where learners leave.
- Deletions are only requested where:
  - No assessment has taken place

- Within permitted timeframes

#### **1.4 Entry Procedure (Onscreen On-Demand Tests)**

##### **1. The Teacher confirms learner readiness for:**

- Reading test
- Writing test
- Speaking, Listening and Communicating (SLC)

##### **2. The Exams Officer:**

- Books onscreen tests via Edexcel Online
- Can schedule tests flexibly (up to 2 hours before start time)

##### **3. The centre ensures:**

- Secure IT systems (Pearson Onscreen Platform installed)
- Compliance with JCQ ICE regulations
- Access arrangements applied where required

##### **4. Missed tests:**

- Can be rebooked without charge (onscreen model)

#### **1.5 Assessment Completion and Results**

- External assessments (Reading & Writing):
  - Marked by Pearson
  - Results available within approx. 28 days
- Internal assessment (SLC):
  - Assessed by Teacher
  - Internally verified (see Section 2)

#### **1.6 Certification Procedure**

1. Teacher confirms all three components are passed:
  - Reading
  - Writing

- Speaking, Listening and Communicating

## **2. Exams Officer:**

- Ensures results are complete on Edexcel Online
- Makes certification claim (if required)

## **3. Requirements for certification:**

- All units achieved
- OSCA standardisation completed by Lead Internal Verifier
- External quality assurance requirements met

## **4. Certificates:**

- Issued automatically or within ~14 days
- Stored securely on receipt

## **5. Certificate handling:**

- Distributed to learners promptly
- Uncollected certificates retained for (see STRS Policy on Certificates) then securely destroyed

### **1.7 Post-Results**

- Requests for reviews of marking are submitted by the Exams Officer within required timescales [10 Days]
- Learners are informed of their right to request a review [see Centre Policy: Internal Appeals Procedure (Reviews of Results and Appeals)]

### **Links**

Add links here to key Pearson and /or centre documents that may be helpful when reading or using this policy & procedure:

Entries & Information manual: this is published by Pearson each year and provides detailed information for Exams Officers about registration and certification procedures for all Pearson programmes on our website.