BIMM UNIVERSITY | A university for the creative industries

FE Registration & Certification Procedure

Last approved:	June 2020
Approved by:	Academic Board
Next review due:	June 2024

Overview

This Procedure applies to all Further Education provision delivered at BIMM University.

The purpose of this Procedure is to ensure that the University:

- registers individual students to the correct course within agreed timescales;
- claims valid student certificates within agreed timescales;
- constructs a secure, accurate and accessible audit trail to ensure that individual student registration and certification can be tracked to the certificate issued for each student.

In order to achieve these aims, the University will:

- register each student in line with awarding body and funding partner requirements;
- provide a mechanism for FE Course Teams to check the accuracy of student registrations;
- make each student aware of their registration status;
- inform an awarding body of withdrawals, transfers or changes to student details;
- ensure that certificate claims are timely, accurate and based solely on internally verified assessment records;
- audit certificate claims made to an awarding body;
- audit certificates received from an awarding body to ensure accuracy and completeness;
- keep all records safely and securely for three years post-certification.

Procedure

1. Registration

    a) Registration takes place during Week 3 of Term 1 or 5 working days before 1st November (whichever is earlier). This ensures that students who enrol late are included in the process.
    b) Student data is exported from the University's student records database and formatted as required in preparation for submission to the awarding body by the relevant Exams Officer. This data is then checked for accuracy by the FE Course Leader, who then approves it for submission to the awarding body by the Exams Officer.
    c) The Exams Officer and FE Course Leader subsequently review a random student sample (25%) to double check accuracy and, should any incorrect data be identified, this would trigger a full check of the complete cohort.
    d) The Quality Nominee makes a final check on total registrations based on the invoice received from the awarding body after registration.

2. Certification

    a) A student's final transcript must be signed off by the Quality Nominee before certification can take place. This sign off will ensure that all internal verification processes have been completed, that the student has concluded any additional re-sits and learning outcomes recorded have been correctly transferred to the grade matrices.
    b) The Exams Officer and Quality Nominee will work together to manually verify each of the Unit Grades to ensure the data supplied to the awarding body is accurate.
    c) When a statement of results and/or certificates arrive from the awarding body, the Exams Officer will select a random sample (25%) and check the accuracy of student details and unit grades. The identification of any incorrect data will result in the complete batch being checked. The awarding body will be notified immediately of any inaccuracies and students will be informed of the resultant delay in certification.

3. Notification of Performance

a) If a student has still not achieved a pass or above in all units by the day before the deadline given by the awarding body, the Quality Nominee will instruct the Exams Officer to award the student in respect of the unit credits achieved. The Exams Officer will follow the certification procedure detailed above and in line with awarding body policy, which will result in the issue of a Notification of Performance.