London School of Commerce & IT

LSCI/Policies/2024/
Policy on Registration and Certification Claim
Effective from: Jan 2024   Review date: Dec 2024

POLICY ON REGISTRATION AND CERTIFICATION CLAIM

1. Registration

1.1 All students of LSCI will be given an application form for enrolment, which they will complete and submit to the College.

1.2 The College Admin will cross check the details from the student enrolment records and enter it to a prescribed spreadsheet provided by the Awarding organisation.

1.3 The spreadsheet along with the student enrolment records will be then verified for its correctness and completeness and approved by the Principal and submitted to the Awarding Body. The approved form for registration will be retained in the College.

1.4 Ensure that all learners on each course are registered with the Awarding Organisation within the prescribed time limit (i.e 28 days for Pearson)

1.5 All the registrations should be submitted via the prescribed spreadsheet and submitted to the Awarding Organisations registration portal and also emailed to the relevant team in the Awarding Organisation as a follow-up, if required.

2. Claims for certification

2.1 The College Admin will make a list of eligible students using the certification claims form after verifying the course completion and achievement details for every student. The centre will claim also Unit certification wherever applicable.

2.2 The achievement data is monitored and recorded in a Tracking Sheet which shows the achievement status of the learner as follows

P – Pass

M – Merit

D – Distinction

R – Refer

N – Not Submitted

Pass grades on re-submission will be marked as R/P.

2.3   The achievement is ratified by the Exams Board prior to the certification claims.

2.4 The certification claims form and the academic achievement records of respective students will then be signed by the Lead Internal Verifier, after checking and verification the accuracy and credibility of achievement data against the assessment records.

2.5   The certification claims along with the academic achievement records will be signed by the Principal.

2.6   The list of students entered on the certification claims form will then be entered to the Edexcel online portal, while ensuring that correct details are entered and no wrong claims are made. This will be performed by the Admin under the supervision of the Principal.

3. **Receiving and issue of certificates**

3.1 The principal will liaise with the awarding organisations to make sure that the certifications are received within the specified time frames.

3.2 On receipt of certificates, the Principal, will verify that all the certificates are received and checked. The certificates are held in the custody of the Principal, after taking copies for the student academic records.

3.4 Students must collect their certificates in person from the College. The receipt of certificate will be acknowledged by the concerned student on the Certificate Collection Form.

3.5 In a situation where a student cannot collect Certificate in person, this can be collected by someone on behalf of the learner upon appropriately authorised to do so by the learner. The authorisation letter has to be provided by email. The authorised person should produce evidence of identity at the point of collection of the certificate.

4. <u>Returning wrongly received certificate(s) with errors</u>

4.1 In case of any discrepancies/wrong certificates being received, the same will be immediately referred to the awarding organisation giving the complete details about such discrepancies.

4.2 The Centre will investigate and report to Awarding Organisations all the inaccurate, early/late and fraudulent registrations or certification claims.

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Reviewed: Jan 2024
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Version 7

London School of Commerce & IT

STUDENT REGISTRATION SIGN-OFF FORM

(Prior to registering a student with the Awarding Organisation)

Programme:	
Awarding Organisation:	
Academic Year:	
Date of Enrolment:	
Date of Registration:	
Number of Students:	

Principal Declaration

I have checked the list of enrolled students to be registered with the awarding organisation, in accordance with the prescribed rules.

I have also checked the credibility and accuracy of the data and authorise registration.

Name: Signature: Date:

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CERTIFICATE CLAIMS SIGN-OFF FORM

(Prior to claiming certificates from the Awarding Organisation)

Programme:	
Awarding Organisation:	
Academic Year:	
Date of Enrolment:	
Course Completion Date:	
Date of Certificate Claim:	
Number of Students:	

Declaration:

The achievement is ratified by the Exams Board on ....

I have checked and verified the accuracy and credibility of achievement data against the assessment records and authorize certificate claims.

Lead Internal Quality Assurer

Name: Signature: Date:

Principal

Name: Signature: Date:

CERTIFICATE RECEIPT CONFIRMATION FORM

(Upon receiving certificates from the Awarding Organisation)

Programme:	
Awarding Organisation:	
Academic Year:	
Date of Enrolment:	
Course Completion Date:	
Date of Certificate Claim:	
Number of Certificates Claimed:	
Number of Certificate received	

Principal Declaration

I have received the certificates and have verified the accuracy of the student data against the certificate claims.

Name: Signature: Date: