



Roding Valley
HIGH SCHOOL

ASDAN Registration & Certification Policy

2021-2022

To be reviewed: September 2022

Approved: September 2021



REGISTRATION & CERTIFICATION POLICY for ASDAN QUALIFICATIONS

The Aim of this Policy is:

1. To register individual learners to the correct programme within agreed timescales.
2. To claim valid learner certificates within agreed timescales.
3. To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate, which is issued for each learner.

Roding Valley High School Staff Involved:

Quality Lead & Internal Moderator (QL): Rob Mammen, Senior Deputy Headteacher

Programme Leader & Assessor (PL): Peijie Zhu, HLTA

Exams Officer (EO): Rex Hall

In order to meet the aims of this policy, the Roding Valley High School will adhere to the following procedures:

Registration:

- At the beginning of each programme of study leading to an ASDAN qualification, the EO will complete the registration process with ASDAN. As part of this process, a moderation date will be booked based on discussion with the programme leader/assessor, candidate numbers (not names at this point) will be registered and qualification units bought before the 31st October.
- Comprehensive paper and electronic records will be kept securely for audit purposes.
- The PL will inform the EO of the names of candidates who have been internally moderated and are considered to have successfully met the qualification criteria, making them eligible to be entered for external moderation. This should take place 4-6 weeks before the external moderation date.
- The EO will then register the names and details of the candidates with ASDAN, using pupil data pulled down from SIMS/ spreadsheet provided by the internal moderator.
- On receipt of the entries from ASDAN, the EO will liaise with the PL to confirm entries are correct
- The EO will notify ASDAN of any errors immediately.
- The EO will inform the PL of the external moderation sample requested by ASDAN. This will be provided 2 weeks before the external moderation date.
- For postal external moderation the EO will send the sampled portfolios to the External Moderator by a secure method 4 days before the moderation date.
- For external moderation visits, the EO and PL will ensure all portfolios are available, along with the quality documentation, for review by the External Moderator.
- Liaison between the PL and EO at each stage will ensure that the accuracy of learner registrations is checked.

Certification:

- PL will ensure that any and all required units for ASDAN XX qualification are completed in a timely manner, verifying these against accurate assessment records.



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- On receipt of certificates, the EO will ensure these are stored securely, and checked for accuracy and completeness.
 - Any anomalies are reported to ASDAN by the EO
 - All records will be kept safely and securely for 3 years post certification.

Policy to be reviewed annually by: Programme Leader, Exams Officer & Quality Lead