



UK COLLEGE
OF BUSINESS AND COMPUTING

Student Certification Policy and Procedure

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Introduction

UKCBC is fully committed to accuracy and consistency within the management of student data as demonstrated throughout its certification claim documentation with various awarding bodies. This document serves to guide the handling and management of student data and ultimately the certification of award where the student has achieved the relevant criteria. All data will be treated as sensitive throughout its processing and therefore the strictest levels of confidentiality will be observed.

Links to QAA Quality Code

This document is designed to underpin the process of requesting certificates for eligible students from awarding bodies with whom they are registered and have been studying their course. In doing so it takes reference from the Quality Code expectation **A3.2 and Part C: Indicator 6**

*Degree-awarding bodies ensure that credit and qualifications are awarded only where: the achievement of relevant learning outcomes (module learning outcomes in the case of credit and programme outcomes in the case of qualifications) has been demonstrated through assessment both the UK threshold standards and the academic standards of the relevant degree-awarding body have been satisfied **A3.2***

*Higher education providers set out their arrangements for managing academic standards and quality assurance and enhancement and describe the data and information used to support its implementation, and maintain records (by type and category) of all arrangements for delivering higher education with others that are subject to a formal agreement. **Part C***

Links to other policies

The remainder of this policy will relate to the management of student data as it relates to Awarding Body certificate claims process and relevant regulations. UKCBC recommends that this policy and procedure is understood in the context of the wider maintenance of Student Data Management and Student engagement and particularly in relation to the following policies:

- Data Protection and Confidentiality Policy
- Student Registration Policy
- Student Code of Conduct and Charter
- Quality Assurance Strategy and Policy
- Attendance and Punctuality Policy

Scope and definition of Student Registration

Requesting certificates from awarding bodies for eligible students is the cumulative activity of the college where:

- a student has completed a course of study within the maximum registration period
- assignments have been submitted with evidence against published learning criteria
- assignments have been marked and graded in line with awarding body requirement
- adequate moderation, verification and quality assurance of assignment and grading has been achieved
- recommendation of award by Assessment and Standards Board been provided

Certificate requests are based on accurate biometric data in association with the details of the qualification being completed and the date that the studies concluded. The details of this process may vary dependent on the awarding body of the qualification and the method of assessment, however the process will be executed following close regard to personal data confidentiality. Throughout UKCBC, systems have been designed to ensure accuracy whilst monitoring student achievement and progression during their studies, detailing the relevant grades achieved as published on the final certificates and transcripts.

Records of student data are maintained on UKCBC Student Management System and certificate requests can be processed through digital or paper-based claims processes. Where relevant, student biometric data will be maintained securely for 3 years after certification in line with awarding body requirements.

Where a student has not been able to achieve all the published modules of the full qualification, and all effort to complete the qualification has been exhausted, UKCBC will request a partial or unit certification that lists the individual units/modules that have been successfully achieved.

Process of Student Certification

UKCBC recognises that the relationship with the student is jointly maintained by the awarding body based on the data provided by the college. It is in the best interests of the student, the awarding body and the college that the student's commitment to study, attendance, achievement and progression are closely monitored throughout the registration period and are recorded on UKCBC Student Management System. These can be processed through digital or paper-based certification request processes. Where relevant, student biometric data will be maintained securely for 3 years after certification in line with awarding body requirements.

UKCBC pays close attention to the legitimate transfer of learners from another centre. Students are able to transfer their registration and module achievement between centres. Additionally where permitted, students may transfer between programmes within the awarding body suite of qualifications. UKCBC will ensure biometric and academic details are fully verified prior and during this process and maintain a fully auditable record of student data.

The process of certificate request is launched from the point where the student has concluded their lessons. Successful achievement of modules are monitored and recorded throughout the registration period and are subject to internal and external verification processes. Students are

subsequently recommended for award, subject to awarding body regulations, through the Assessment and Standards Board. The Academic Manager monitors all student achievement and report to the scheduled Assessment and Standards Boards as per academic calendar, or Interim Assessment and Standards Board for chairs action.

The Academic Manager ensures all documentation is complete and accurate including confirmation that the student has accepted their grades. Any omissions are referred to the IV for remedy.

When all documentation is confirmed as accurate the Academic Manager raises certificate request to the awarding body through the on-line processes.

When certificates are received by the college, they are checked for accuracy against the UKCBC Student Management System. Any factual errors or physical defects are reported to the awarding body for replacement. The student is at this point invited to collect the certificate subject to all relevant dues and fees being settled to the college.

At the point of collection the student has a final opportunity to confirm the accuracy of the certificate details including grades. Included in the certificate documentation may be a transcript that details not only the overall qualification grade but also the individual module grades. Subject to no amendments the student is invited to complete the student exit and destination surveys.