



# REGISTRATION CERTIFICATION POLICY

September 2025

<b>Scope</b>	All Staff and Students at UK Business College
<b>OFS Condition</b>	C1
<b>Access:</b>	Public

**Version 1.1**  
**Approved by the Board of Governors**

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## 1.Implementation and Procedures

### **Student registration with Pearson**

1.1 The Registry Office will be the responsible department to register learners with Pearson using the portal [www.edexcelonline.com](http://www.edexcelonline.com). Student registrations with Pearson are authorised by the Registrar and should normally take place after the 14 days from the date of enrolment or induction but no later than 28 days from the enrolment. Prior to registration takes place, the Registrar or Assistant Registrar should check that each student has fully completed the College's registration process and holds an 'Active' status on Student Management System. In order to assure the accuracy, following the student registration the registry committee will be responsible to review the status of the student registration and compare with Edexcel online.

### **Student and Pearson communications (withdrawals, transfers and changes)**

1.2 It is the student's responsibility to inform college about any withdrawal, transfer and changes to their course. Student can inform the college by completing the forms which is available from student support department. All withdrawal or transfer requests will be reviewed by the Registry department. Students who have withdrawn from the programme will be made inactive on the SMS and student will be notified via email and the letter. Following the withdrawal student will have 10 working days to appeal the decision as per the withdrawal policy. Once the appeal period is over the registry department will update the withdrawal to Pearson via [www.edexcelonline.com](http://www.edexcelonline.com).

1.3 Students who are transferring from another centre or onto another course will also be communicated to Pearson, via [www.edexcelonline.com](http://www.edexcelonline.com) within 5 working days of receiving the confirmation of their enrolment status. Where applicable, such students will be liable to pay the difference in the course registration fees.

### **Certificate claims and Auditing Procedure**

1.4 Students' final results and certification claims will be submitted to Pearson via [www.edexcelonline.com](http://www.edexcelonline.com), The marks will only be updated once the assessment is marked and internally verified as well as reviewed by internal assessment board. This process is undertaken by the registry department who will compile all the marks and conduct the exam board. Registry department will also enter the results and records onto the system for final award certificate claims normally within 10 to 15 working days of assessment board. After receiving the certificates from Pearson, the registry department will take the responsibility to audit the grades on the Pearson portal with internal assessment board.

## 2. Record keeping

2.1 All student files and results are stored electronically and on password secured systems for a minimum of 6 years and released only to authorised personnel and within strict GDPR rules.

Document Information	
Document Title:	<b>REGISTRATION CERTIFICATION POLICY</b>
Version:	1.1
Date:	September 2025
Previous Version/Date:	September 2024
Next Review:	September 2026
Approve By:	The Board of Governors
Owners:	Registry Department