Registration, Examination, Invigilation, and Certification Policy & Procedure

Purpose and scope
The aim of this policy is to outline the process for the registration, assessment, and certification of learners on Gecko Programmes learning programmes. This applies to all provision including:

- Apprenticeships
- Adult Skills Fund (ASF) funded courses
- Higher Education
- Commercial training (non-funded)
- Vocational Qualifications
- Functional Skills
- Online/distance learning

Procedural Practices

Registrations

- Learner identity is verified from sight of relevant documentation (passport, driving licence, etc). in line with funding and awarding body requirements, as applicable
- Learner residency permission is verified from sight of relevant documentation and appropriate share code in line with funding requirements, as applicable
- The Learner Record Service LRS) is checked by suitably qualified and competent personnel for existing records, matching name/s, DOB, address (or previous address) or a new registration is made for a learner without an existing record.
- Unique Learner Numbers, from the LRS, are retained on individual learner records.
- Learner awarding body registrations are completed by suitably qualified and competent personnel, within specific awarding body timescales
- Awarding body registration details are maintained on Gecko Programme's learner management system

Examinations

Examination materials will be managed in accordance with the awarding organisation's specific instructions

- Overall responsibility for the ordering, stores and management of examination papers and online assessment will rest with the General Manager (Jacky Maynard)
- External Assessment records will be maintained on the central system to include, as a minimum:

Learner name
Qualification title
Unit title/examination title
Date of examination
Date of booking

Name of person making the booking
Name of person receiving the paper examinations
Name of person second checking receipt of paper examinations
Date went into storage
Date sent to examination venue
Invigilator name
Result
Date papers returned

- only authorised, suitably qualified and competetent personnel will order examination papers and online tests

- paper examination materials will be kept in a secure location both before and after examination sessions, ensuring confidentiality and security of completed papers

Examination Venues

Gecko Programmes will ensure that any room in which an examination is held will provide candidates with appropriate conditions for taking the examination, specifically, that there is appropriate lighting, heating, ventilations and acceptable noise level.

- Barred materials will be removed from examination rooms prior to the start of the examination (for example, subject information posters on the wall)

- A reliable clock will be visible to each candidate in the examination room. The clock will be big enough for all candidates to read clearly.

- A poster will be displayed on outside doors to inform that an examination is taking place and request quiet

- Centre number and start and finishing times of each examination will be visible to candidates.

- Gecko Programmes will ensure that the seating arrangements will prevent candidates from overlooking others (intentionally or otherwise) and will ensure that the minimum distance is provided in all directions as stipulated by the relevant Awarding Body.

Invigilation

Suitably qualified and competent invigilators will ensure that examinations are conducted in line with the specific awarding organisations' requirements, and ensure that:

- all candidates have an equal opportunity to demonstrate their abilities

- the security of examinations is paramount before, during and after the examination

- possible candidate malpractice is prevented

- possible administrative failures are prevented

Invigilators must:

- Be fully trained/briefed in the expected invigilation role

- Be approved to invigilate on behalf of Gecko Programmes Ltd

- Be familiar with the specific awarding body instruction (provided by Gecko Programmes)
- Give all their attention to conducting the examination
- Be able to observe each candidate in the examination room at all times
- Inform Gecko Programmes immediately if they are suspicious about the security of the examination papers.

Certificate Claims

Certificate claims will be made by suitably qualified and competent personnel following receipt of fully signed off summary of achievement documents, including:

- Learner name
- Awarding Organisation
- Qualification title
- Registration number
- Unit reference numbers and titles
- Learner signatures and dates of units completed
- Assessor signature and dates of units completed
- IQA signature and dates of units sampled

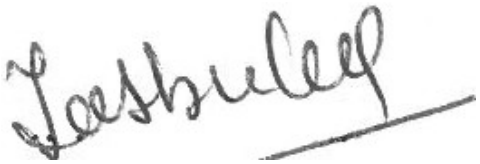
Claims dates and names are retained on the learner management system

Certificate Issues

- Gecko Programmes will ensure that a digital certificate is retained within learner files
- Details of certificates received in office, either paper or digitally, will be entered on the LRM and processed within 10 working days of receipt.
- Gecko Programmes will ensure that certificate(s) are posted or sent digitally to candidates within 10 working days of receipt of all certificate(s) relating to the candidate's programme
- Paper certificate(s) will be sent to candidates' home addresses by 2nd class post unless an alternative arrangement has been previously agreed, unless an alternative arrangement has been agreed by all parties

The Senior Management Team will be responsible for implementing and monitoring the effectiveness of this policy. It is, however, the duty and responsibility of all employees working for Gecko Programmes, in whatever capacity, to promote this Policy within their own spheres of responsibility.

Declaration: I will review and revise this policy as necessary and at regular intervals:



Signature of Jasbir Behal, Managing Director, Gecko Programmes Ltd

Date: 9 January 2026

Version No: RC20010601 Review Date: January 2027