



## **How candidate registrations are checked against the centre data to ensure accuracy**

All students have data registered on a central system called BromCom. Registration of all students with respective exam boards, is done with the use of cross-checking information available on BromCom.

Brom Com is kept up to date and there a designated member of staff to ensure that all data is up to date and accurate. The designated officer is Pallavi Desai. As a double measure Pallavi line manager James Gordon periodically checked to ensure that all data on record is accurate.

How units/levels claimed are checked for accuracy against assessment and/or internal moderation records (specifically the correct units, correct levels for each unit and correct assessor for each unit)

Tutors ensure that all work carried out belongs to the students. This is further verified by James Gordon, our examination officer. An external moderator if required is invited to look at the work and access that it is efficiently and correctly moderated. The final work in then available for ASDAN to inspect.

How candidate certificates are checked, how errors will be rectified, where certificates will be stored and how they will be submitted to candidates.

Once candidate certificates are received, messages are sent to student via Bromcom to come and pick them from school.

Should an error be identified it is verified by the exam officer and kept aside. The exam officers work with the examining body to rectify any errors or inconsistencies. Until the new certificate arrives the older one is kept secure.

Certificates are stored in a secure examination room, for which keys are held by two members of staff. There is a safe in this room for which the code his held by three members of staff.