

## IE Qualifications Certification Process

	Deadline Date
<b>Process</b>	<b>July Certification</b>
Indicative no of learners for each qualification submitted	31 <sup>st</sup> Oct
Final date for registrations for this certification point	1 <sup>st</sup> March
Late registrations accepted (additional fee)	30 <sup>th</sup> April
Claims submitted by centres including all LO grades	15 <sup>th</sup> July
Results issued to centres to be shared with subsites	3 <sup>rd</sup> week of August
Queries, amendments or appeals can be raised (see Appeals Policy)	30 <sup>th</sup> September
Certificates issued to centre (excluding any that are subject to an Appeal)	By 31st October
Outcome of Appeals and appropriate certification issued	See policy
Report on Certification outcomes made available	30 <sup>th</sup> November

### Registrations

All learners should be registered onto the Mercury system by the deadline date, including correct name for certification processes and date of birth (gender and email address are optional)

### Late Registrations

Registrations made after the final date for registrations will be subject late entry fee (£50 per head)

### Submitting Claims

The Centre is responsible for collecting and checking all data.

This includes:

- Ensuring that the IQA process is complete before claims are submitted
- Checking that all learners have been registered correctly
- Checking the data for errors and omissions
- Using a consistent format for submitting claims. NOTE: CFI awarding require grades for each LO to calculate module and qualification grades.

If there are any errors or omissions these can be raised after results are issued, but there is no guarantee that CFI awarding will be able to make adjustments.

### Calculating Grades

The overall grade for the qualification is calculated using an average system, i.e. the calculations are weighted to adjust for the TQT of each module. The boundaries for each grade are set by CFI Awarding and are reviewed as part of the reporting cycle.

**Note:** If a learner does not have at least a pass for every LO then the qualification cannot be awarded, however, they may be awarded a smaller qualification if they have completed sufficient

LOs to complete that qualification. e.g. if a learner has missing grades for a Certificate they may still be awarded an Award if all the relevant LOs are completed.

### **Issuing results**

These will be issued by CFI awarding to the Centre who can then send them out to subsites or learners.

CFI awarding will generate results in the form of e-certificates which can be sent out to subsites. NOTE: It must be made clear to subsites that these e-certs should be PRINTED off for learners not provided as a PDF as they are indicative grades and subject to change pending the outcome of the appeals process.

### **Appeals and queries**

There is a window after the results are issued where appeals and queries can be raised. This should be dealt with by the Centre in the first instance using their own internal policies and procedures. If appropriate they can then raise an appeal or enquiry with CFI awarding.

### **Certificates**

These will be issued by CFI awarding to the Centre who can then send them out to subsites. Whilst CFI awarding and the centre are situated in the same building, we are happy to collate the certificates and post out to the subsites on the Centres behalf. If this changes in the future then certificates will be sent to the centre to distribute. At this point, e-certificates can be resent out to all subsites by the centre and can then be shared in PDF format with learners.

### **Report on Certification**

This will be compiled by the Responsible Officer & Operations Manager and will detail any issues identified or examples of good practice to inform the next certification process.