Process for Registration and Exam Entries SOP

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Responsible Owner:
Head of Admissions and Information Services

Summary of Contents
This procedure outlines the process the college will follow in processing Registrations and Entries

Review Information (Responsible Owner):

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~~No~~/Minor/~~Significant~~ (delete as appropriate)

Approval/Noting By:
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N/A

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July 2025

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1.0 Change History

Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, you can click here to view the change history.

2.0 Background

This procedure outlines the process the college will follow in processing Registrations and Entries

3.0 Scope

3.1 The procedure will apply to all examination staff and lecturers.

4.0 Procedure

Lecturer will request exam setup via the Student Manager App (SMA). The form should include details of students, course code, course registration number and/or number of papers and date of exam.

If base data is required for the exam entries this will be downloaded from the Awarding Body website and uploaded onto EBS via Exam Processes ensuring only the data required is uploaded.

4.1 Examinations Officer will process entries on EBS as follows:

a) Go into the Exams Manager
b) In Awarding Organisations select the Awarding Body the registrations/exam entries need to be made for
c) Select the correct Board Occurrence for the session needed
d) In Exam Occurrences select the exam/course for entering students. Exam code and Level of qualification is correct
e) Go to Curriculum links and add a new entry. Complete the course code, Calendar Occurrence and centre before saving
f) Go to Pending Exam Entries and select all students who need to be entered and save.
g) Check the Exam Entries to ensure that the exam entries have been processed correctly. Entries can also be checked on the Exam Entries report.

4.2 Once all data checks have been completed the submission file is created. In Generate Submissions enter the data for – Board Code, Board Occurrence, Course Code and Submission Type.

4.3 Once the submission file is created and saved upload this to the relevant Awarding Body. For Pearson, GCSE and A Level A2C is used to submit file. City & Guilds registrations will be uploaded to the Walled Garden

4.4 On receipt of exam papers, Examinations Officer will lock papers in secure cupboard /safe until the date of exam

4.5 On the day of the exam the Invigilator will collect papers from Examinations Officer

Students will sit exam under JCQ exam conditions

4.6 Invigilator will collect papers and answer sheets from students and complete the Candidate List Sheet making sure that all the papers and answer sheets have been collected

4.7 Invigilator will bring papers, Candidate List and answer sheets/books to Examinations Officer

4.8 Examinations Officer will check that all has been returned and post to Awarding Body by Recorded Delivery

4.9 Awarding Body will post results slip and certificates to Examinations Officer

4.10 Examinations Officer will check certificates and notify students of result and certificate collection procedure

4.11 Results are recorded on EBS and checked on the CDR report

4.12 Results can be viewed by staff on Student Manager and by students on MySERC

5.0 Key Dates

5.1 Specific entry dates are noted in the procedures for the relevant awarding body.

6.0 Communication Plan

6.1 Procedure will be available on the Intranet

6.2 Staff will be advised by email

6.3 Staff development provided for staff involved in the implementation and operation of the process

7.0 Review

This SOP will be reviewed (and if necessary updated) annually or sooner if required to reflect changes in legislation or circumstance.

Appendix 1: Document Change History

Version	Date	Change Detail
1.0	February 2024	Transferred to new Accessibility Template
1.1	June 2025	4.0 updated to read “Lecturer will request exam setup via the Student Manager App (SMA)”. Responsible owner updated. 7.0 Next review changed to “annually”
1.2	June 2026	No changes required