



## RESULTS AND CLAIMING CERTIFICATION

### 1 Assessments

- 1.1 Externally marked assessment grades<sup>1</sup> are published online. Centres without an online account will receive individual external assessment grades by post or email (EX4R).
- 1.2 Internal assessment results are not confirmed or published until external moderation / verification has been completed and certificates awarded.

### 2 Claiming Awards

- 2.1 Centres are requested to claim awards promptly and should do so once external moderation and any additional external assessment requirements<sup>2</sup> have been completed.
  - 2.1.1 Centres delivering roll on roll off courses may make direct claims to ABC Awards (ABC) for subsequent cohorts if external moderation has already been completed within the last 12 months.<sup>3</sup>
  - 2.1.2 Claims for ASL<sup>4</sup> as component awards of the (14-19) Diploma must be claimed no later than the 31<sup>st</sup> July. Any claims received after this date may miss the deadline for Diploma aggregation.
- 2.2 Centres must claim awards by forwarding a fully completed and signed MS1 to the appropriate ABC Office. MS1s:
  - 2.2.2 must clearly indicate the assessor's assessment grading decisions i.e. F (fail), P (pass), M (merit) or D (distinction);
  - 2.2.3 must clearly indicate if learners are requesting exemption (E) or credit transfer (CT) against an ABC unit;
  - 2.2.4 must clearly indicate if learners have withdrawn (W/D) and are neither claiming a full nor a credit certificate;
  - 2.2.5 must be signed by the assessor, the internal moderator / verifier and the external moderator / verifier.
- 2.3 Where requested by the external moderator / verifier, example assessment materials for benchmarking must be forwarded with the MS1 claim.
- 2.4 Once in receipt of claims (MS1) and all quality assurance procedures have been completed, qualification awards are processed and results (R1) and certificates are despatched to centres.

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<sup>1</sup> Grades refers to fail/pass/merit/distinction as applicable

<sup>2</sup> Where an external examination is the only assessment for a qualification, certificates will be awarded and despatched to centres following the confirmation of results by ABC

<sup>3</sup> Centres will usually have, at least, one external moderation for a qualification/suite/framework per year.

<sup>4</sup> Additional and Specialist Learning

- 2.5 Any unauthorised entries will be invoiced at this stage. (Cf. Learner Registration 1400-3002-04 para. 13.5)
- 2.6 Centres that claim additional certification for over and above that which their learners are registered will be charged a small fee per certificate. (cf. Other Fees on the ABC web site at [www.abcawards.co.uk](http://www.abcawards.co.uk) ).

### **3 Certificates / Unclaimed Awards**

- 3.1 In order to comply with the Regulatory arrangements for the Qualifications and Credit Framework ABC awards ‘qualification certificates’<sup>5</sup> and ‘credit certificates’<sup>6</sup>
- 3.2 In the interests of learner achievement it is the centre’s responsibility to claim awards for their learners. ABC will contact centres which fail to claim awards for all learners whose assessment evidence has been externally moderated / verified as achieved.
- 3.3 It is the centre’s responsibility to ensure that every effort is made to deliver certificates to learners. Any certificates unclaimed by learners after 12 months should be returned to ABC where they will be kept for a further period of 12 months. Claims for certificates from learners after that period will be treated as requests for replacement certificates and the appropriate charge made. (Cf. Other Fees [www.abcawards.co.uk](http://www.abcawards.co.uk))

### **4 Replacement certificates / Verification of awards**

- 4.1 Requests for replacement certificates or letters of verification by individuals who have lost their original certificate must be made on form R6, available on the ABC web site at [www.abcawards.co.uk](http://www.abcawards.co.uk) or from any Regional Office. All such certificates will bear the word ‘Replacement’ in line with regulatory requirements.
- 4.2 Claims for replacement certificates are checked and authenticated before re-issue and are subject to a fee, requested in advance. (Cf. Other Fees [www.abcawards.co.uk](http://www.abcawards.co.uk))
- 4.3 ABC will issue a replacement certificate for any award made after September 2005 but will issue a letter of verification for all awards made prior to September 2005.<sup>7</sup>
- 4.5 In cases where either the centre or the learners never received their certificates or the certificates have been printed with incorrect information, the centre should request re-issue in writing directly to an ABC Regional Office. In the cases outlined below the word ‘Replacement’ will not appear on the re-issued certificates.
- 4.2.1 Certificates lost in transit either between ABC and the centre or between the centre and the learner. In all such cases, evidence should be provided to show that an investigation with the postal/courier service into the loss has

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<sup>5</sup> Learners awarded a qualification certificate have achieved a full qualification i.e. they have achieved the required number of credits/units following the published rules of combination. Qualification certificates will include a Qualification Transcript outlining the units/credits achieved.

<sup>6</sup> Learners awarded a credit certificate have achieved credits/units which contribute towards qualifications

<sup>7</sup> Verification of achievement of awards made prior to the formation of ABC in 1999 is the responsibility of each partner organisation (CENTRA, EMFEC, Learning South West). All such requests must be made directly to them. NB Charges may vary.

been carried out. If certificates are re-issued and the originals are later recovered the re-issued certificates must be returned to ABC.

- 4.2.2 Certificates are printed with inaccurate information due to centre or ABC error. Payment for re-issue will be requested from centres if the error is of their making. In all such cases the incorrect certificates must be returned to ABC before new ones are issued.

## **5 Certificates awarded outside England, Wales and Northern Ireland**

Certificates for accredited qualifications will bear the regulatory authorities' logos. Centres that receive such a certificate and are outside England, Wales and Northern Ireland are reminded that the qualification is accredited only for England, Wales and Northern Ireland.

## **6 Authenticity of Awards**

ABC will comply with any requests to authenticate award documents. All such requests will be processed in line with internal procedures dealing with initial receipt of a potential counterfeit award documents through to investigating authenticity and confirming outcome.