

Policy for late registration, and late certification on withdrawn and expired Pearson qualifications

Document summary

This policy is for centres who may wish to apply to us for a late registration onto a withdrawn qualification or late certification of learners on an expired qualification. The policy describes the criteria that must be met to apply.

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Pearson Education Ltd – our mission and values

Our purpose is simple: to help people realize the life they imagine through learning. We believe that every learning opportunity is a chance for a personal breakthrough. That's why our c. 18,000 Pearson employees are committed to creating vibrant and enriching learning experiences designed for real-life impact. We are the world's lifelong learning company, serving customers in nearly 200 countries with digital content, assessments, qualifications, and data. For us, learning isn't just what we do. It's who we are. Visit us at [pearsonplc.com](https://www.pearsonplc.com).

We are regulated by the UK qualifications regulators Ofqual (England), CCEA Regulation (Northern Ireland) and Qualifications Wales (Wales). Our regulatory policies are integral to our approach and articulate how we meet regulatory requirements. These policies are designed to support centres and students and set out clearly our approach to the design, delivery, and award of Pearson qualifications and services.

1. Which qualifications does this policy apply to?

- 1.1 This policy applies to all our vocational qualifications including qualifications on our Self-Regulated Framework with two exceptions:
- Qualifications that include Pearson-set examinations/tasks/assignments. If a learner has not completed the relevant Pearson-set examinations/tasks/assignments while they were available, neither late registration nor certification will be possible. Learners must complete all the assessments necessary to achieve the qualification and if the relevant Pearson-set examinations/tasks/assignments are no longer available they will be unable to complete the qualification.
 - If examinations for a qualification were available on demand but are no longer available.

2. Qualification lifecycle

- 2.1 Our qualifications are designed to reflect current good practice, up-to-date subject content, and the latest regulatory requirements. They are intended to support people who may be seeking employment or aiming to progress in their education. For this reason, to make sure that anyone taking these qualifications has up to date and relevant skills and knowledge, all qualifications have a registration end date and a certification end date.
- 2.2 key dates in the life cycle of a qualification are:
- Operational start date - the date the qualification becomes active and available for centres to register learners.
 - Operational end date/withdrawal date - the date a qualification will be withdrawn. It will no longer be available for new registrations after this date. The teach-out

period begins with this date. During the teach-out, for regulated qualifications¹, learners who are already registered may be supported to achieve at one qualification size and 'top up' to a larger size (e.g., Pearson BTEC Level 4 Higher National Certificate to Pearson BTEC Level 5 Higher National Diploma) provided that both qualifications are based on the same specification, i.e., have the same specification number and the same unit identification codes. For further guidance on top-ups, please refer to the [Pearson Qualifications Information Manual](#).

- Certification end date - the last date to claim certificates. This date also indicates the end of the teach-out period. Centres will publish a clear teach-out plan to registered learners, bearing in mind that top-ups are not approved unless learners will be able to complete programmes before the certification deadline.
- 2.3 The final dates for registration and certification on any qualification are published on our self-service portal - [Edexcel Online](#) and on the relevant regulators' published registers.
- 2.4 We will tell centres when a qualification they are approved to deliver is being withdrawn. It is important that centres make sure their staff understand this information and that registrations and certificate claims are made within the timelines we publish.
- 2.5 After the final date for registration, learners already registered will have a set period (usually between one and three years, depending on the size and level of the qualification) in which to complete their qualification. After this period comes to an end learners will not be able to take an assessment or claim a certificate. We will always publish final assessment dates before certification end dates.

3. Late registration

- 3.1 It is important that centres check what the final dates for registration are for the qualifications they are approved to offer. Information about final registration dates for our qualifications is in:

¹ Teach-out of a programme: The teach-out period is a phase during which a discontinued qualification remains accessible to learners who have been registered for the programme before the operational end date to allow them to complete their studies. This phase ensures that learners are not disadvantaged by the withdrawal of the qualification and can achieve their academic goals as planned.

- Exams Officer Newsletters.
- Edexcel Online.
- The Regulators' qualifications online registers.
- The qualifications pages of our website:

<https://qualifications.pearson.com/en/home.html>

3.2 Information about registration can be found in our [Information Manual](#) (Section 1: 1 Key dates for information about entries on General Qualifications; Section 2: 12 BTEC, NVQ, SVQ and Apprenticeships for information about registration; Section 2: 17 Functional Skills for information about registration; Section 3: 13 International BTEC). For further information on registration dates about qualifications that are not included in the Information Manual please refer to [the qualifications pages of our website](#).

3.3 A late registration is a registration that is made after the operational end date of a qualification. If centres do not register learners onto a qualification before the operational end date, they should register them onto the replacement qualification or a suitable current alternative that meets the needs of the learners. However, we understand that sometimes there are valid reasons why a registration has not been made in time and that a learner would be greatly disadvantaged by being registered on to an alternative qualification. In such cases, a centre can apply to us for a late registration. In reviewing your application, we will consider:

- The reason why the learner was not registered in time.
- How much time has passed since the registration end date.
- The date the learner was enrolled at your centre and started working towards the qualification.
- How much work the learner has completed towards the qualification.
- The reasons why the learner cannot be registered onto an alternative and current qualification.

3.4 Our Quality Standards Team review all late registration requests. If a centre needs to apply for a late registration, they can do so by visiting our Contacts page. We will ask the centre to:

- Complete the Centre Application for Late Registration Form provided by our Customer Service team.
- Provide evidence showing that the centre enrolled the learner on the qualification before its operational end date.
- Tell us why the registration was not made on time.

3.5 We can only approve applications for late registration where the centre has confirmed that the learner will be able to complete the qualification before the published certification end date. This is because we do not approve a late certification request for a learner who has also been granted a late registration.

3.6 Requests for late registrations may indicate maladministration by centres or centre staff which we will investigate.

4. Late certification

4.1 When a qualification is being withdrawn or replaced, certification end dates are set by Pearson and, for regulated qualifications, are confirmed with the regulator and, any relevant industry body. Any public funding for a qualification stops after the certification end date.

4.2 Late certification is a certificate issued after the certification end date of a qualification. We do not normally accept any applications for late certification. However, in exceptional cases, our Regulation Team will review a late certification application if there is clear evidence that:

- The learner was registered on the qualification before the qualification's registration end-date.
- The learner completed the required work for the qualification before the certification end date, but there are special circumstances which stopped final assessment or verification from happening on time.
- The learner has completed the required work for the qualification before the certification end date, but there are exceptional conditions which stopped the centre from claiming the learner's certificate on time.
- The learner completed most of the work for the qualification before the certification end date but could not fully complete because of illness or other extenuating events, and the work was, or can be, completed within a reasonable time frame.

4.3 In all the above cases, there must be evidence that the work completed to date cannot be mapped and assessed against the replacement qualification, or alternative, using Recognition of Prior Learning.

4.4 A centre can apply for a late certificate, by visiting our [Contacts page](#). Requests for late certifications may indicate maladministration by centres or centre staff which we will investigate.

5. Fees

5.1 Our fees for late registration and late certificate are below. Fees are applied for each approved application. All approved late certificate cases will be charged except in exceptional circumstances. Other standard registration and certification fees may apply.

Application type	Fee
Late registration fee	£150
Late certification fee	£200

6. Regulatory references

6.1 UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to Pearson's status as an awarding organisation will reference any conditions and criteria that they address.

6.2 This policy addresses the following regulatory criteria and conditions:

Qualification regulator or relevant governing body	Regulatory rule or guidance document	Regulatory condition or criteria
Ofqual	General Conditions of Recognition	14
Qualifications Wales	Standard Conditions of Recognition	14
CCEA Regulation	General Conditions of Recognition	14

7. Review date

7.1 This policy will be reviewed in April 2026.

8. Version control

Version	Changes	Date
1.8	Dates updated throughout	27 th June 2025
1.8	3.2 Update to the references to specific pages of the Pearson Information Manual	27 th June 2025