




# Certificate Issue Procedure and Retention Policy

Policy/Procedure creator: Mrs E Duell

Policy/Procedure created: 25/02/2021

Centre Name	Blessed Edward Oldcome Catholic College
Centre Number	24415
Date procedure/policy first created	01/11/2020
Current procedure/policy reviewed by	Not Applicable
Current procedure/policy approved by	Mr G McClarey 
Date procedure/policy to be next reviewed	01/11/2021

## Key staff involved in the procedure/policy

Role	Name
Exams officer	Mrs E Duell
Senior leader(s)	Mr D McCormack (Deputy Headteacher); Mrs S Thomas (Deputy Headteacher); Mr P Edmunds (Assistant Headteacher); Mrs C Corbin (Assistant Headteacher)
Head of centre	Mr G McClarey
Other staff (if applicable)	Mrs K Hickman (Exams Assistant)

This procedure/policy is reviewed and updated annually to ensure that certificates at Blessed Edward Oldcome Catholic College are managed in accordance with current requirements and regulations.

Reference in the procedure/policy to **GR** relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

## Introduction

Certificates are provided by awarding bodies after examination results have been confirmed. Certificates always remain the property of the awarding bodies.

## Purpose of the procedure/policy

The purpose of this procedure/policy is to confirm how Blessed Edward Oldcome Catholic College issues examination certificates to candidates and the policy for the retention of any unclaimed/uncollected certificates in compliance with JCQ regulations.

## Issue of certificates

Blessed Edward Oldcome Catholic College will:

- distribute certificates to all candidates without delay and regardless of any disputes (GR 5.14)
- not withhold any certificate without prior permission from the relevant awarding body which will only be given in very exceptional circumstances (GR 5.14)
- keep a record of the certificates that are issued (GR 5.14)
- return any certificates requested by the awarding bodies as certificates always remain the property of the awarding bodies (GR 5.14)

The receipt of certificates from awarding bodies and arrangements for the issue of certificates to candidates is managed by

- Mrs E Duell
- Mrs K Hickman
- Mrs C Corbin

## Arrangements for the issue of certificates

- Certificates will usually be issued to candidates at the Year 11 awards presentation evening
- Certificates for candidates unable to attend the awards evening will be made available for collection by the candidate (or nominated representative) by contacting the Exams Office in advance
- Certificates will not be posted due to the awarding body requirement to collect the candidate signature upon issuing them
- Information printed on certificates is checked by the Exams Office upon receipt. Any errors should be reported to the Exams Office immediately

Candidates are informed of the arrangements for the issue of certificates as follows:

- Mrs Corbin will send invitations to year 11 students for the annual Awards Presentation Evening

## Where unable to claim/collect certificates under the normal arrangements

- Certificates will be held securely in college for a period not longer than 5 years from the date of issue
- Candidates may contact the Exams Office with regard to collection arrangements during school time
- Signed/written permission is required for a nominated person to collect on behalf of a candidate (authorised persons must provide ID evidence on collection of the certificates)

## Record of issued certificates

- A record of the names of students attending the Awards Presentation evening and receiving certificates will be retained securely by the Exams Office for a period of not longer than 5 years from the date of issue

- A record of the name, signature and date of issue of certificates after presentation evening will be held securely on file by the Exams Office for a period of not longer than 5 years from the date of issue

**Additional information:**

Not Applicable

## Retention of certificates

Blessed Edward Oldcome Catholic College will:

- retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue (GR 5.14)
- destroy any unclaimed certificates after retaining them for a minimum of 12 months (GR 5.14)
- destroy certificates in a confidential manner or may return them to the respective awarding body (GR 5.14)
- retain a record of certificates that have been destroyed for four years from their date of destruction (5.14)
- (where applicable) inform candidates that some awarding bodies do not offer a replacement certificate service and in such circumstances the awarding body will issue a Certifying Statement of Results which will provide an accurate and complete record of results for all qualifications covered by the original certificate (GR 5.14)

The retention of unclaimed or uncollected certificates is managed by • Mrs E Duell.

### Retention policy

- Unclaimed / uncollected certificates will be held for a period of not longer than 5 years from the date of issue. They will be securely destroyed by the centre after this date.
- Replacement certificates or copies can be requested directly from the awarding bodies websites (a fee is chargeable for this service)

**Additional information:**

Not applicable