



Certificate Issue Procedure and Retention Policy

Policy/Procedure creator: Charlotte Turner

Policy/Procedure created/reviewed: 04/11/2022

Centre Name	Ormiston Bushfield Academy
Centre Number	22319
Date procedure/policy first created	19/10/2019
Current procedure/policy reviewed by	Rebecca Rhodes
Current procedure/policy approved by	Rebecca Rhodes
Date of next review	04/11/2023

Key staff involved in the procedure/policy

Role	Name
Exams officer	Charlotte Turner
Senior leader(s)	Rebecca Rhodes
Head of centre	Dennis Kirwan
Other staff (if applicable)	Not Applicable

This procedure/policy is reviewed and updated annually to ensure that certificates at Ormiston Bushfield Academy 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 Ormiston Bushfield Academy issues examination certificates to candidates and the policy for the retention of any unclaimed/uncollected certificates in compliance with JCQ regulations.

Issue of certificates

Ormiston Bushfield Academy 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 The Exams Officer.

Arrangements for the issue of certificates

An awards evening is held where candidates collect their certificates in person.

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

A flyer inside their results envelope on results day.

A letter sent home.

Academy website.

Academy social media

Where unable to claim/collect certificates under the normal arrangements

If unable to attend, candidates can arrange for certificates to be collected on their behalf by providing the exams officer with written or email permission/authorisation. Authorised persons must provide ID evidence on collection of certificates.

Record of issued certificates

A signed log is kept by the exams officer.

Additional information:

Not applicable

Retention of certificates

Ormiston Bushfield Academy 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 The Exams Officer.

Retention policy

Certificates are retained for 1 year and then destroyed by shredding. A log is kept of the certificates destroyed.

Additional information:

Not applicable

CHANGES 2022/2023

No changes applicable

CENTRE-SPECIFIC CHANGES

Upon review in November 2022, no centre-specific updates or changes were applicable to this document