



Certificates Policy

Ormiston Bushfield Academy

Certificates Policy

Centre name	Ormiston Bushfield Academy
Centre number	22319
Date policy first created	31/10/2023
Current policy approved by	Rebecca Rhodes
Current policy reviewed by	Charlotte Turner
Date of review	20/10/2025
Date of next review	20/10/2026

Key staff involved in the procedure/policy

Role	Name
Head of centre	Dennis Kirwan
Senior leader(s)	Rebecca Rhodes
Exams officer	Charlotte Turner
Other staff (if 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 document **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:

- obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates (GR 5.14)
- 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 .

Arrangements for the issue of certificates

GCSE and Level 2 Certificates are issued at an awards ceremony in mid-November. Students are to sign for their certificates. For GCE and Level 3, the Sixth Form team host a drop in evening in December for students to collect their certificates, and they are to sign for them.

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

- a letter is sent to candidates at the end of September.

Where unable to claim/collect certificates under the normal arrangements

If they are not able to attend this event, we notify students that they can collect their certificates from the school reception and sign for them on receipt. Candidates may alternatively arrange for certificates to be collected on their behalf by providing the exams officer with written or email permission/authorisation. We email termly to remind students to collect their certificates.

Record of issued certificates

The signed sheets are kept for a year and then destroyed.

Additional information:

Not applicable

Retention of certificates

Ormiston Bushfield Academy will:

- retain securely all unclaimed certificates 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 (This record will list the candidate number, the awarding body, the qualification(s) and the examination series) (GR 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 Charlotte Turner.

Retention policy

Unclaimed certificates are retained for a year. During that time, the office staff try and contact the student to let them know their certificate is available to collect. After this time, the exams officer records on a spreadsheet the certificates (candidate details and awarding body) that are to be destroyed.

Additional information:

Not applicable.

Changes 2025/2026

(Changed) Slight wording changes to prompts around what the records kept should list.

(Amended) The field against 'The retention of unclaimed or uncollected certificates is managed by' will need re-inserting.

Centre-specific changes

Upon review in October 2025, no centre-specific updates or changes were applicable to this document.