



# Hedingham School & Sixth Form

## Certificate Issue Procedure and Retention Policy

Meets JCQ Good Practice 3

Approved/Reviewed by Mr J Pearson, Assistant Headteacher

Approved by the Curriculum and Personnel Committee on:	22 February 2023
It was ratified by the Full Governing Body on:	29 March 2023
Next review due by:	Spring 2024



# Certificate Issue Procedure and Retention Policy

Policy/Procedure creator: Nina Powell

Policy/Procedure created/reviewed: 01/02/2023

Centre Name	Hedingham School and Sixth Form
Centre Number	16519
Date procedure/policy first created	05/04/2022
Current procedure/policy reviewed by	Nina Powell
Current procedure/policy approved by	School Governors - 18/05/2022
Date of next review	To be confirmed on review

## Key staff involved in the procedure/policy

Role	Name
Exams officer	Nina Powell
Senior leader(s)	John Pearson
Head of centre	Andrew Harvison
Other staff (if applicable)	Not Applicable

This procedure/policy is reviewed and updated annually to ensure that certificates at Hedingham School and Sixth Form 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**.

## CHANGES 2022/2023

No changes applicable

## CENTRE-SPECIFIC CHANGES

Retention policy changed "will be placed" to "may be placed"

## 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 Hedingham School and Sixth Form issues examination certificates to candidates and the policy for the retention of any unclaimed/uncollected certificates in compliance with JCQ regulations.

## Issue of certificates

Hedingham School and Sixth Form 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 • Nina Powell - Exams Officer.

## Arrangements for the issue of certificates

- Exam Certificates are available in school for collection, normally from the end of November, once all certificates have been sent in from the exam boards.
- Students are expected to collect their exam certificates in person so that they can check all of the information shown on their certificates is correct and accurate (name, dob, final grade etc). If all of this is in order then the student will sign and date a form which confirms that their certificates are correct and they have received them.

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

- Students are informed of this before they leave the centre via email and notices are placed on the school website and social media once certificates are available.

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

- Students can allow someone else to collect their certificates on their behalf, providing the person collecting the certificates brings a letter of authorisation from the candidate and their own proof of identity.

## Record of issued certificates

- A record of issued certificates is kept in the Exams Office. These records show the name, student signature and the date they collected their certificates confirming they had checked that all of the details on their certificates was correct and they had taken receipt of them.

These records are kept for a minimum of 5 years.

## Additional information:

- Not applicable

## Retention of certificates

Hedingham School and Sixth Form 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 • Nina Powell - Exams Officer.

### Retention policy

- Any unclaimed or uncollected certificates will be kept for a minimum of five years after which they may be placed in confidential recycling for destruction

### Additional information:

- Not applicable