



# Certificate Issue Procedure and Retention Policy

Policy/Procedure creator: Mr D Devlin

Policy/Procedure created/reviewed: 14/12/2022

Centre Name	The Holy Family Catholic High School
Centre Number	48307
Date procedure/policy first created	31/10/2022
Current procedure/policy reviewed by	Mr D Devlin
Current procedure/policy approved by	Academy Council
Date of next review	31/10/2023

## Key staff involved in the procedure/policy

Role	Name
Exams officer	Mr D Devlin
Senior leader(s)	Mr D Devlin
Head of centre	Mrs D Mitchell
Other staff (if applicable)	Dr A Beranek

This procedure/policy is reviewed and updated annually to ensure that certificates at The Holy Family Catholic High School 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 The Holy Family Catholic High School issues examination certificates to candidates and the policy for the retention of any unclaimed/uncollected certificates in compliance with JCQ regulations.

## Issue of certificates

The Holy Family Catholic High School 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

- Danny Devlin
- Andrea Beranek

## Arrangements for the issue of certificates

Certificates are awarded to candidates at an annual awards evening. Uncollected certificates must be collected in person from school.

It is the responsibility of the candidate to check the personal details and grade information on each certificate.

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

Candidates are informed of these arrangements through an examinations briefing assembly at the start of the course and prior to the examinations.

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

Candidates may arrange for certificates to be collected on their behalf by providing the exams officer with written or email authorisation. Authorised persons must provide ID evidence on collection of certificates.

It is the responsibility of the authorised person to check the personal details and grade information on each certificate.

## Record of issued certificates

A log is kept which details when certificates were collected. If they were collected by an authorised person the name of this person is logged. The log is kept in the exams office for 4 years.

## Additional information:

Not applicable

## Retention of certificates

The Holy Family Catholic High School 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 Danny Devlin

Andrea Beranek

### Retention policy

Any certificates not collected after 12 months will be destroyed via confidential waste. A record of certificates that have been destroyed will be retained for four years from their date of destruction.

Candidates will be given this information through an examinations briefing assembly at the start of the course and prior to the examinations.

### Additional information:

Not applicable

CHANGES 2022/2023

No changes applicable

CENTRE-SPECIFIC CHANGES

Not applicable