



**Wath
Academy**

Document Title	Certificate Issue Procedure and Retention Policy
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Summary of Changes from Previous Version

Version	Date	Author	Note/Summary of Revisions

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KEY STAFF INVOLVED IN THE POLICY

Role	Name(s)
Head of centre	Liam Ransome
Senior leader(s)	Mike Swann, Ameeta Jandu, Simon Lines
ALS lead/SENCo	Emma Greenfield
Exams Manager	Caitlin Rodgers
Exams Officer	Sharon Negus

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

CERTIFICATE

Wath 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 the Exams Team.

ARRANGEMENTS FOR THE ISSUE OF CERTIFICATES

Candidates are made aware via a letter and via social media communication of a certificate collection evening, where they can come and collect their certificates in school. Candidates are informed that their certificates will only be available to collect for 12 months after the date of the letter, and must therefore make suitable collection arrangements within this period.

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 team with written or email permission/authorisation. Authorised persons must provide ID evidence on the collection of certificates.

RECORD OF ISSUED CERTIFICATES

Candidates all sign a collection form when collecting their certificates, which is then kept on file within the centre.

Additional information:

Not applicable.

RETENTION OF CERTIFICATES WATH 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 five years from their date of destruction (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 the Exams Team.

RETENTION POLICY

Certificates will be held for the minimum 12 month period. After this time, they will be disposed of and a record of the certificates disposed of will be kept on file for 5 years.

Additional information:

Not applicable.

CHANGES 2023/2024

(Added) Under **Issue of certificates:** (The centre will) obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates (GR 5.14)

CENTRE-SPECIFIC CHANGES

Changes to period of retention.