

# **Certificate Issue Procedure and Retention Policy**

Park School Teaching Service

## Certificate Issue Procedure and Retention Policy

Centre name	Park School Teaching Service
Centre number	32168
Date policy first created	01/10/2024
Current policy approved by	Gareth Webb
Current policy reviewed by	Michael Batty
Date of review	
Date of next review	01/10/2025

### Key staff involved in the procedure/policy

Role	Name
Head of centre	Gareth Webb
Senior leader(s)	Michael Batty Rachael Beattie
Exams officer	Michael Batty
Other staff (if applicable)	

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

## **Issue of certificates**

Park School Teaching Service 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

Michael Batty

## **Arrangements for the issue of certificates**

Certificates are posted to pupils alongside a phone call/ text to parents to forewarn them

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

- Candidates and pupils are informed of the procedure for collecting certificates via phone call, email and discussion in school before pupils leave

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

parents are welcome to attend the centre if posting the certificates is not an option

## **Record of issued certificates**

Exams officer will keep a track of who has had their certificates

## **Additional information:**

## **Retention of certificates**

Park School Teaching Service 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 (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

Michael Batty

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### **Retention policy**

If uncollected or certificates are not delivered, the transport co-ordinator will deliver the certificates to the pupils personally and obtain a signature on receipt

**Additional information:**

## **Changes 2024/2025**

In terms of JCQ regulations for 2024/2025, no changes are applicable to this procedure/policy.

## **Centre-specific changes**