



Certificate Issue Procedure and Retention Policy 2024-25

Unity Academy Blackpool

Certificate Issue Procedure and Retention Policy 2024-25

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| Centre name | Unity Academy Blackpool |
| Centre number | 46427 |
| Date policy first created | 25/11/2024 |
| Current policy approved by | Stephen Cooke |
| Current policy reviewed by | Ellie Baron |
| Date of review | 25/11/2024 |
| Date of next review | 25/11/2025 |

Key staff involved in the procedure/policy

| Role | Name |
|------------------|---------------|
| Head of centre | Stephen Cooke |
| Senior leader(s) | Rebecca Lemar |
| Exams officer | Ellie Baron |

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

Issue of certificates

Unity Academy Blackpool 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 Officer.

Arrangements for the issue of certificates

Certificates are issued at Awards Evening. If students are unable to attend Awards Evening, they will be able to collect their certificates from school following the event. They are required to sign a form that instructs them to check and confirm if their personal details (name, date of birth, etc) are correct and that the correct final grade(s) is/are shown on all of their certificates.

Candidates are invited to Awards Evening where they are instructed about signing the confirmation form on the day. Any students who come after this event for their certificates will be informed about checking all the information on their certificates.

Where unable to claim/collect certificates under the normal arrangements

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

Record of issued certificates

The signed forms are kept in the Exams Office for 4 years following the issue of the certificates.

Retention of certificates

Unity Academy Blackpool 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 the Exams Officer.

Retention policy

- Certificates are retained in the Exams Officer for 12 months from the date of issue.
- After this retention period, certificates will be confidentially destroyed and the record of destruction is kept for 4 years.
- Candidates will be informed of this policy in the candidate handbook issued in the spring term of Year 11.

Changes 2024/2025

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

Centre-specific changes

Upon review in November 2024, no centre-specific updates or changes were applicable to this document.