

Certificate Issue Procedure and Retention Policy

Policy/Procedure creator: Simon Quigley

Policy/Procedure created/reviewed: 21/03/2023

Centre Name	Victory Park Academy
Centre Number	16630
Date procedure/policy first created	01/10/2021
Current procedure/policy reviewed by	SLT
Current procedure/policy approved by	SLT
Date of next review	01/10/2023

Key staff involved in the procedure/policy

Role	Name
Exams officer	Simon Quigley
Senior leader(s)	Natalie Berryman-Brown (Teaching & Learning Lead)
Head of centre	Englantín Muca (Interim Head Teacher)
Other staff (if applicable)	Not Applicable

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

Issue of certificates

Victory Park Academy 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 Simon Quigley Examinations Officer.

Arrangements for the issue of certificates

A letter is sent to all candidates last known address to confirm that they are still living at this address. We provide a date from which examinations certificates can be collected in person from the Academy. If candidates are happy for their certificates to be posted out via Royal Mail, this will be done three weeks later.

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

During the first week of November of each year, a letter is sent to all candidates invite them to collect their certificates in person..

Where unable to claim/collect certificates under the normal arrangements

Candidates may have their certificates collected by either a parent or a professional working with the individual, such as social worker or Youth Offending case worker. Authorised persons must have confirmation that they are permitted to collect certificates by providing a written consent or email.

Record of issued certificates

All certificates are photocopied and kept locked securely in the HR office.

A summary of certificate obtained is kept by the examinations officer, electronically.

Additional information:

Not Applicable

Retention of certificates

Victory Park 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 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 Simon Quigley Examinations Officer and James Middleton Assistant Examinations Officer

Retention policy

Candidates are informed that certificates will only be retained at the Academy, for 12 months.
After this period, certificates will be mechanically shredded.

Additional information:

Not Applicable

CHANGES 2022/2023

No changes applicable

CENTRE-SPECIFIC CHANGES

Not Applicable