



Certificate Issue Procedure and Retention Policy

St Benedict's Catholic College

Certificate Issue Procedure and Retention Policy

Centre name	St Benedict's Catholic College
Centre number	16439
Date policy first created	18/04/2024
Current policy approved by	Mrs J Santinelli
Current policy reviewed by	Mrs L Luaces-Fernandez
Date of next review	31/03/2025

Key staff involved in the procedure/policy

Role	Name
Head of centre	Mrs J Santinelli
Senior leader(s)	Mr R Radley
Exams officer	Mrs L Luaces-Fernandez
Other staff (if applicable)	

This procedure/policy is reviewed and updated annually to ensure that certificates at St Benedict's Catholic College 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 St Benedict's Catholic College issues examination certificates to candidates and the policy for the retention of any unclaimed/uncollected certificates in compliance with JCQ regulations.

Issue of certificates

St Benedict's Catholic College 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 presented in a special awards ceremony for students (held in November).

Certificates can be sent to candidates by registered mail on receipt of the correct postage.

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

- Email invites to parents and Social Media

Where unable to claim/collect certificates under the normal arrangements

Certificates can be collected in person from the college reception during normal school hours by the candidate.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised in writing to do so.

Record of issued certificates

candidates are required to sign on collection and the college holds a spreadsheet of how certificates are issued along with the signed collection slips.

Additional information:

Certificates can be collected by siblings at the college but a written request must be supplied by the candidate.

Retention of certificates

St Benedict's Catholic College 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

The centre retains certificates for one year.

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

No centre specific changes.