



THE BEWDLEY SCHOOL

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THE BEWDLEY SCHOOL

**CERTIFICATE ISSUE PROCEDURE
AND RETENTION POLICY**

2024/25

Adoption Date:
Person Responsible: Mrs F Wilmot
Review Date:

Source: The Exams Office

Certificate Issue Procedure and Retention Policy

Centre name	The Bewdley School
Centre number	24005
Date policy first created	07/12/2024
Current policy approved by	Mrs F Wilmot
Current policy reviewed by	Mr P Willis
Date of review	
Date of next review	

Key staff involved in the procedure/policy

Role	Name
Head of centre	Mrs C McDougall
Senior leader(s)	Mr D Chauhan Mr P Willis Mr D O'Malley
Exams officer	Ms D Bridges
Other staff (if applicable)	

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

Issue of certificates

The Bewdley School 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

Ms D Bridges Exams Officer

Mrs F Wilmot ESLT

Arrangements for the issue of certificates

Certificates are normally issued to students who collect in person so that the identity of the person collecting them can be confirmed.

Candidates are instructed to check their personal details (name, date of birth, etc.) are correct and that the correct final grade(s) is/are shown.

Candidates are required to sign that certificates have been collected and to confirm they are correct.

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

- Candidates are informed, by way of school website/social media/email of the date when certificates are available to be collected – usually a date in December.

Where unable to claim/collect certificates under the normal arrangements

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

Authorised persons must check the personal details (name, date of birth, etc.) are correct and that the correct final grade(s) is/are shown.

Authorised persons are required to sign that certificates have been collected and to confirm they are correct.

Record of issued certificates

Signed sheets are kept in EO's office

Additional information: Not applicable.

Retention of certificates

The Bewdley School 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

Ms D Bridges Exam Officer