



Executive Head Mr Simon Harris  
Registered: Perry Common Road, Erdington, Birmingham, B23 7AT

Wilson Stuart School  
A Special Academy



# Certificate Issue Procedure and Retention Policy

Policy/Procedure creator: Dannii Shipley

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

Centre Name	Wilson Stuart School
Centre Number	20285
Date procedure/policy first created	01.12.2022
Current procedure/policy reviewed by	Dannii Shipley Examination Officer
Current procedure/policy approved by	Simon Harris Executive Head Teacher
Date of next review	01.12.2023

## Key staff involved in the procedure/policy

Role	Name
Exams officer	Dannii Shipley
Senior leader(s)	Liz Dean Head of Secondary / Tom Elmes Associate Head of Secondary
Head of centre	Simon Harris
Other staff (if applicable)	Not Applicable

This procedure/policy is reviewed and updated annually to ensure that certificates at Wilson Stuart 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 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 Wilson Stuart 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

Wilson Stuart School 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 Dannii Shipley Examinations Officer.

### Arrangements for the issue of certificates

- Candidates will receive their certificates in person at Wilson Stuart School's Awards Presentation Evening.
- Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.
- Candidates should check their personal details and final grades, if they identify any errors, these must be raised to Examinations Officer with immediate effect
- Only in exceptional circumstances will certificates be posted to candidates. Candidates must request this in writing confirming their current address. Certificates will be posted using using Royal Mail Recorded Delivery.
- Wilson Stuart School retains certificates for one year after this period; certificates will either be destroyed confidentially or returned to the Awarding Organisation.

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

In the Autumn Term following exams, Candidates will be notified by letter invite to the Awards Ceremony, phone call, or through assemblies and form tutor if they return to 6th Form

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

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

### Record of issued certificates

A certificate log, recording each of the candidates certificate will be kept for 7 years.

### Additional information:

N/A

## Retention of certificates

Wilson Stuart 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 (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 • Dannii Shipley Examinations Officer .

### Retention policy

Wilson Stuart School retains certificates for one year after this period; certificates will be destroyed confidentially, posted securely or returned to the Awarding Organisation.

A detailed log of the retention of certificates will be kept for 7 years and located on the Exams Area

### Additional information:

N/A

CHANGES 2022/2023

No changes applicable

CENTRE-SPECIFIC CHANGES

Not Applicable