



# **Examinations Certificate Issue Procedure and Retention Policy**

Fulford School

## Examinations Certificate Issue Procedure and Retention Policy

Centre name	Fulford School
Centre number	48317
Date policy first created	27/10/2023
Current policy approved by	Rachel Baroni
Current policy reviewed by	Michelle Hutchinson
Date of review	06/10/2025
Date of next review	30/09/2026

### Key staff involved in the procedure/policy

Role	Name
Head of centre	Russell Harris
Senior leader(s)	Rachel Baroni
Exams officer	Michelle Hutchinson
Other staff (if applicable)	Jackie Hudson

This procedure/policy is reviewed and updated annually to ensure that certificates at Fulford 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 Fulford 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**

Fulford 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 The Exams Manager and SLT.

## **Arrangements for the issue of certificates**

Certificates can be collected at the awards afternoon/evening that is held at the school at the end of the autumn/winter term. Candidates should check the details of their certificates very carefully to ensure everything is shown correctly.

A register is kept to show that certificates have been collected. It is a school policy that certificates must be collected in person, and that they will not be sent by post.

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

- Candidates will receive communication from the school detailing the arrangements for the awards afternoon/evening in the autumn term following the summer when they sat their exams.

## **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 Manager with written or email permission/authorisation.

Authorised persons must provide ID evidence on collection of certificates at the school reception.

## **Record of issued certificates**

A record is kept of all certificates collected for a period of 5 years.

## **Additional information:**

Not Applicable

## **Retention of certificates**

Fulford School will:

- retain securely all unclaimed certificates for a minimum of 12 months from the date of issue (GR 5.14)
- destroy any unclaimed certificates after retaining them for 5 years
- 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 (This record will list the candidate number, the awarding body, the qualification(s) and the examination series) (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 Manager.

### **Retention policy**

Certificates are retained at the centre for a maximum period of five years following the issue date. Certificates that are not collected within five years are securely destroyed and a record is kept for a further four years, detailing the results and date of destruction.

### **Additional information:**

Not Applicable

## **Changes 2025/2026**

(Changed) Slight wording changes to prompts around what the records kept should list.

(Amended) The field against 'The retention of unclaimed or uncollected certificates is managed by' will need re-inserting.

## **Centre-specific changes**

No changes