



Saint Benedict

A Catholic Voluntary Academy

Part of the Ralph Sherwin Multi-Academy Trust

Certificate Issue Procedure and Retention Policy 2024-2025

Saint Benedict CVA

Certificate Issue Procedure and Retention Policy 2024-2025

Centre name	Saint Benedict CVA
Centre number	23354
Date policy first created	11/12/2023
Current policy approved by	Angela King
Current policy reviewed by	Lorna Cooper
Date of review	13/01/2025
Date of next review	13/01/2026

Key staff involved in the procedure/policy

Role	Name
Head of centre	Hazel Boyce
Senior leader(s)	Claire Groom -Deputy Headteacher Angela King - Senior Assistant Headteacher
Exams officer	Lorna Cooper
Other staff (if applicable)	

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

Issue of certificates

Saint Benedict CVA 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

Lorna Cooper - Exams Officer

Angela King - Senior Assistant Headteacher

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Arrangements for the issue of certificates

Where possible certificates will be presented in person to the candidate at an annual presentation evening. Where this is not possible, alternative arrangements for the collection of certificates will be decided and communicated to candidates and parents/carers. A record will be kept by the Exams Officer of all certificates issued.

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

- Candidates are sent official invitations usually during the Advent Term 1 by the Head of Year.

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 record will be kept in the secure filing cabinet with the certificates by the Exams Officer of all certificates issued.

Additional information:

N/A

Retention of certificates

Saint Benedict CVA will:

- retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue (GR 5.14)
- keeps unclaimed certificates under secure conditions for as long as possible after the minimum 12 month period has lapsed depending on the secure storage capabilities.
If unable to retain any further then unclaimed certificates are then confidentially destroyed.
- 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

Lorna Cooper - Exams Officer

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Retention policy

Please see the Exams Archiving Policy for further details

Additional information:

N/A

Changes 2024/2025

In terms of JCQ regulations for 2024/2025, no changes are applicable to this procedure/policy.

Centre-specific changes

Upon review in September 2024, no centre-specific updates or changes were applicable to this document.