



Certificate Issue Procedure and Retention Policy (Exams)

Woolwich Polytechnic School for Boys

Certificate Issue Procedure and Retention Policy (Exams)

Centre name	Woolwich Polytechnic School for Boys
Centre number	10664
Date policy first created	16/12/2024
Current policy approved by	Mr T Lawrence
Current policy reviewed by	Mrs J Woods
Date of review	16/12/2024
Date of next review	16/12/2025

Key staff involved in the procedure/policy

Role	Name
Head of centre	Mr T Lawrence
Senior leader(s)	Mr K Charway Mrs K Scott
Exams officer	Mrs J Woods
Other staff (if applicable)	

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

Issue of certificates

Woolwich Polytechnic School for Boys 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 Mrs J Woods - Exams Officer.

Arrangements for the issue of certificates

Exam Certificates are available in School for collection by the beginning of December, once received from the Exam Boards.

Students are informed of the arrangement via School website and social media.

Students are expected to collect their certificates in person, so they can check all the information shown on their certificates is correct.

The student will sign and date that they have confirmed the certificates are correct

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

- all candidates are informed of the exam certificate procedure which is stated in the exam booklet which they receive in the Spring term.

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 permission/authorisation. Authorised persons must provide ID evidence on collection of the certificates.

Record of issued certificates

A record of issued certificates is kept in the exam secure storage area. These records show the name / DOB/student signature and the date they collected their certificates confirming they had checked that all of the details on their certificates was correct and they had taken receipt of them. These records are kept for 10 years.

Additional information:

Not Applicable.

Retention of certificates

Woolwich Polytechnic School for Boys 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 Mrs J Woods - Exams officer.

Retention policy

Unclaimed or uncollected certificates are retained in accordance with the requirements of GR, section 5. Woolwich Polytechnic School retains all unclaimed or uncollected certificates for 5 years in the exam secure storage area. After this time they are destroyed in a confidential manner.

A record of certificates that have been destroyed is retained for 4 years from their date of destruction.

Students are informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results... (Where an awarding body issues a replacement certificate, or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate)

Additional information:

Not Applicable.

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 December 2024, no centre-specific updates or changes were applicable to this document.