



MELBOURN
VILLAGE COLLEGE
EVERYBODY IS SOMEBODY

Certificate Issue Procedure and Retention Policy

Policy/Procedure creator: Gemma Stuart

Policy/Procedure created/reviewed: 30/11/2022

Centre Name	Melbourn Village College
Centre Number	22165
Date procedure/policy first created	Not Applicable
Current procedure/policy reviewed by	Not Applicable
Current procedure/policy approved by	Not Applicable
Date of next review	Not Applicable

Key staff involved in the procedure/policy

Role	Name
Exams officer	Gemma Stuart
Senior leader(s)	Niki Smith
Head of centre	Christopher Bennet
Other staff (if applicable)	Head of year (yr11)

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

Issue of certificates

Melbourn Village College 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 • Examinations officer .

Arrangements for the issue of certificates

- Certificates issued on celebration evening.
- Instructions given to candidates on celebration evening to check personal details and that the correct final grades are shown. If any information is incorrect they will need to contact the exams officer, to get any issues resolved quickly.

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

- Candidates are contacted via school post / email with details on the celebration evening by the head of year 11.

Where unable to claim/collect certificates under the normal arrangements

- Where candidates are unable to attend the celebration evening, they are able to collect themselves from the main reception (must be signed for) or;
- 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 and sign on collection of certificates.

Record of issued certificates

- A log will be kept of the certificates issued.
- Any not collected will be kept in a locked filing cabinet and will be kept for at least 12 months.

Additional information:

not applicable

Retention of certificates

Melbourn Village College 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 • Gemma Stuart - Examinations officer.

Retention policy

- Unclaimed certificates will be kept for 12 months and then will be destroyed. A record will be kept of destroyed certificates for 4 years.
- Certificates will be shredded for confidential destruction.
- When instructions are given to about collection of certificates, candidates and parents will be informed of the retention period.

Additional information:

Not applicable

CHANGES 2022/2023

No changes applicable

CENTRE-SPECIFIC CHANGES

Upon review in November 2022, no centre specific updates or changes were applicable to this document.