



**KING EDWARD VI  
LORDSWOOD  
SCHOOL FOR GIRLS**

*Educational excellence for our City*

**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**

## Certificate Issue Procedure and Retention Policy

<b>Committee</b>	Academy/Foundation Trust
<b>Policy Type</b>	School Policy
<b>Policy Owner</b>	Assistant Headteacher (Data, Assessment, & Outcomes)
<b>Statutory</b>	Yes (JCQ Guidance)
<b>Publish Online</b>	Yes
<b>LGB Date Adopted</b>	Nov 2022
<b>Last Review Date</b>	Oct 2022
<b>Review Cycle</b>	Annual
<b>Next Review Date</b>	Oct 2023
<b>Expiry Date</b>	Dec 2023
<b>Version</b>	1

This procedure/policy is reviewed and updated annually to ensure that certificates at King Edward VI Lordswood School for Girls 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 King Edward VI Lordswood School for Girls issues examination certificates to candidates and the policy for the retention of any unclaimed/uncollected certificates in compliance with JCQ regulations.

## Issue of certificates

King Edward VI Lordswood School for Girls 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 the Data Manager.

## Arrangements for the issue of certificates

- Certificates are normally collected in person
- Candidates are reminded to check their personal details (name, date of birth, etc.) ensuring they are correct and that the correct final grade(s) is/are shown.
- Candidates will sign to conform that certificates have been collected

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

Via the website, ParentMail and social media platforms

## 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

- Records kept of certificates issued will be retained for seven years

## Additional information:

Not applicable

## Retention of certificates

King Edward VI Lordswood School for Girls 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 the Data Manager.

### Retention policy

- Certificates are retained 12 months
- Unclaimed certificates are disposed of in a manner which will refrain from confidential information being passed on
- Candidates will need to contact awarding organisations for replacement certificates, at a cost, after the initial 12 month retention

### **Additional information:**

Not applicable

### CHANGES 2022/2023

No changes applicable

### CENTRE-SPECIFIC CHANGES

Not Applicable