



Certificate Issue Procedure and Retention Policy

Archbishop Beck Catholic College

Certificate Issue Procedure and Retention Policy

Centre name	Archbishop Beck Catholic College
Centre number	34214
Date policy first created	28/11/2024
Current policy approved by	Paul Stirling
Current policy reviewed by	Peter Phillips
Date of review	17/10/2025
Date of next review	17/10/2026

Key staff involved in the procedure/policy

Role	Name
Head of centre	Paul Stirling
Senior leader(s)	Colin Flynn Collette Stirling Dawn Bond Emma Griffiths Ian Daly Kate Verdin Sue Daniels Peter Phillips
Exams officer	Peter Phillips
Other staff (if applicable)	Vicky Lundon

This procedure/policy is reviewed and updated annually to ensure that certificates at Archbishop Beck Catholic 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 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 Archbishop Beck Catholic 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

Archbishop Beck Catholic College 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 Peter Phillips.

Arrangements for the issue of certificates

Certificates are collected in person. Instructions are given to candidates to check their personal details (name, date of birth, etc) are correct and that the correct final grade(s) is/are shown. Candidates need to sign that their certificates have been collected/confirming they are correct.

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

- Email sent via school MIS to candidate and parent/carer.

Where unable to claim/collect certificates under the normal arrangements

The candidate can arrange for certificates to be collected on their behalf by providing the exams officer with written or email permission/authorisation. Authorised person must provide ID evidence on collection of certificates. Alternatively we call candidates or parent/carer asking for permission to post certificates to home address.

Record of issued certificates

Records are kept in the main office and confirm candidate name, date of birth, date collected and signature. The records are retained for 7 years.

Additional information:

Not Applicable

Retention of certificates

Archbishop Beck Catholic College 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 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 (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 Peter Phillips.

Retention policy

Unclaimed or uncollected certificates are retained securely in the exams office storage facility for a minimum of 12 months. Unclaimed or uncollected certificates will be confidentially destroyed by shredding after the retention period.

Instructions are emailed via school MIS to candidates and parent/carer advising of date certificates will be destroyed if not collected.

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

Upon review in September 2025 no Centre-Specific changes were needed.