

Bedales Senior Certificate Issue Procedure and Retention Policy

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Approval Body	Head of Bedales School
ISI Regulatory Paragraph Number	N/A
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Tick relevant box(es) ✓ how this Policy should appear:

Website	Upload	✓
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This procedure/policy is reviewed and updated annually to ensure that certificates at Bedales School 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 policy/procedure

The purpose of this procedure/policy is to confirm how Bedales School issues examination certificates to candidates and the policy for the retention of any unclaimed/uncollected certificates in compliance with JCQ regulations.

Issue of certificates

Bedales School 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 Julie Smart, Exams & Operations Officer.

Arrangements for the issue of certificates

- For students remaining at Bedales School, the certificates are distributed via tutors. The students are asked to check that all details, including personal information are correct. Students sign for their certificates and tutors sign to confirm all the certificates have been issued.
- For students who have left the school the certificates are dispatched by recorded delivery. They are reminded to check that all the details are correct, including personal information.

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

- Students are emailed before the exam entries are processed asking them to check that the records held by the school ie: full name and date of birth are correct.
- Before the end of the academic year they are emailed reminding them to advise school reception of any change of address, or any alternative address that they may wish to have their certificates forwarded to.

When unable to claim/collect certificates under the normal arrangements

Candidates may arrange for certificates to be collected on their behalf by providing the Exams & Operations Officer with written or email permission/authorisation. Authorised persons must provide ID evidence on collection of certificates.

Record of issued certificates

- Copies of sheets signed by current students and confirmation from tutors that certificates have been distributed are kept in the Exams Office
- Records of certificates posted by recorded delivery are kept by Reception
- These records are kept in the event that students contact the school to say they haven't received their certificates

Additional information:

- Not applicable

Retention of certificates

Bedales School 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)
- Inform candidates (where applicable) 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 Exams & Operations Officer.

Retention Policy

Not applicable