

Certificate Issue Procedure and Retention Policy

Summerhill School

Certificate Issue Procedure and Retention Policy

Centre Name	Summerhill School
Centre Number	20546
Date policy first created	10/10/2023
Current policy approved by	Tim Harris
Current policy reviewed by	SLT
Date of next review	07/10/2024

Key staff involved in the procedure/policy

Role	Name
Head of Centre	Tim Harris
Senior leader(s)	Mike Rowley (Assistant Headteacher)
Exams officer	Cathy Dovey
Other staff (if applicable)	Helena Patel (Data Manager)

This procedure/policy is reviewed and updated annually to ensure that certificates at Summerhill 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 procedure/policy

The purpose of this procedure/policy is to confirm how Summerhill 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

Summerhill School 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 the Exams Team: Helena Patel and Cathy Dovey..

Arrangements for the issue of certificates

- When Statement of Entries are issued before the examination window we ask students to check that the name and date of birth printed is correct. It is also explained that the name printed is the legal name which is what will be printed on their certificates.
- The exams officer confirms receipt of the certificates and checks that we have received all certificates from every exam board for every qualification.
- The exams officer will carry out some spot checks to check that printed grades are correct.
- The exams officer creates a filing system whereby each student has an individual folder with their legal name, date of birth and examination number printed on a label, and checks these details against the exam certificates when filing them.
- For any instances where the final grade has changed as a result of a any PRS (Post results service), the Exams Officer checks that the correct grade has been printed on the certificate.
- Certificates are issued by school and collected by students in person at the annual Presentation evening. Certificates are not issued any earlier than the date of the Presentation Evening. Students sign a sheet at Presentation Evening to confirm collection.
- The school issues a reminder 12 months after the date of issue to any students who have not collected certificates.

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

- Students and parent/guardians are emailed details of Presentation Evening which includes information about collecting certificates and how to collect certificates if they choose not to attend.

Where unable to claim/collect certificates under the normal arrangements

- Students who do not attend Presentation Evening are asked to contact the school to arrange collection.
- The exams officer and data manager pick up any requests for certificate collection and coordinate with

Reception staff to hand these over to the student/parent/guardian. Reception staff are also given a signing sheet for the student/parent/guardian to sign on collection.

- Certificates are only ever issued to the student or parent/guardian. Often parents will request the certificates are passed on to a sibling in the school - we ask that this happens at the end of the school day to minimise certificates being lost or damaged.
- The school makes it implicitly clear that as soon as certificates are issued, they are no longer the school's responsibility.

Record of issued certificates

- A list of the cohort is printed for Presentation Evening and for in-school collection and these lists have a space next to each name for the student/parent/guardian to sign and date. These lists act as the school's confirmation of when/where the certificates were collected and who by.
- The certificates are kept in a file in the Data & Exams office and the lists are kept in this file.
- The retention policy is 12 months from the date of issue. The school emails any students who have not collected their certificates when the 12 month deadline approaches. Anything uncollected after 12-18 months is shredded.

Additional information:

Not applicable.

Retention of certificates

Summerhill 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 (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 Helena Patel.

Retention policy

Certificates are kept in a locked filing cabinet in a secure locked office. They are retained for at least 12 months and anything uncollected is shredded. A record is kept of what has been shredded (student name, number, date of shredding).

Additional information:

Not applicable.

Changes 2023/2024

(Added) Under **Issue of certificates**: (The centre will) obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates (GR 5.14)

Centre-specific changes

Upon review in October 2023, no centre-specific updates or changes were applicable to this document