



**THE
BURGESS HILL
ACADEMY**

Certificate Issue Procedure and Retention Policy

The Burgess Hill Academy

Certificate Issue Procedure and Retention Policy

Centre name	The Burgess Hill Academy
Centre number	65111
Date policy first created	30/10/2024
Current policy approved by	Karen Clinton
Current policy reviewed by	Phil Snelling
Date of review	04/09/2024
Date of next review	04/09/2025

Key staff involved in the procedure/policy

Role	Name
Head of centre	Karen Clinton
Senior leader(s)	Karen Clinton (Principal & School Improvement Executive) LiziSparasci (Vice Principal) Rhiannon Spear (Vice Principal) Phil Snelling (Vice Principal) Adam Griffith (Assistant Principal) Kier Scott (Assistant Principal) Tim Pownceby (Assistant Principal)
Exams officer	Phil Snelling
Other staff (if applicable)	

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

Issue of certificates

The Burgess Hill Academy 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 invigilators.

Arrangements for the issue of certificates

Certificates are issued at the Year 11 presentation evening. Candidates are read out in order of surname. Candidates sign to say that they have collected the certificates. A member of SLT is present to identify the students.

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

- A letter is sent to students about the presentation evening.

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

A record of certificates given to students is kept. Certificates are kept for 5 years.

Additional information:

Not applicable.

Retention of certificates

The Burgess Hill Academy 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 the exam's officer.

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Retention policy

Certificates are retained for 5 years.

Method of confidential destruction after the retention period - shredder.

Additional information:

Not applicable.

Changes 2024/2025

In terms of JCQ regulations for 2024/2025, no changes are applicable to this procedure/policy.

Centre-specific changes

Upon review in September 2024, no centre-specific updates or changes were applicable to this document.