

This Policy is also available in the Exams Policy.

Certificate Issue Procedure and Retention Policy

Certificates are provided to centres by awarding bodies after results have been confirmed.

- Certificates for students no longer on roll are posted and the details of the postage are entered onto the certificate log
- Keeps a record of all certificates issued and stores all certificates that are not delivered for a minimum of 12 months
- After storing certificates for a minimum of 12 months will securely dispose of certificates and keep a record of this for four years from the date of their destruction

Reception/Main Office

- Send certificates by recorded delivery to students unable to collect them in person

Candidates

- May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

Exams review: roles and responsibilities

Exams officer

- Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- Collects and evaluates feedback from staff, candidates and invigilators to inform an exams review

Senior leaders

- Work with the EO to produce a plan to action any required improvements identified in the review

Retention of records: roles and responsibilities

Exams officer

- Keeps records as required by JCQ and awarding bodies for the required period
- Keeps records as required by the centre's records management policy

- Provides an exams archiving policy that identifies information held, retention period and method of disposal