

The Purbeck School

Achieving Excellence Together

Certificate Issue Procedure and Retention Policy

Purbeck School

Certificate Issue Procedure and Retention Policy

Centre name	Purbeck School
Centre number	55373
Date policy first created	25/09/2023
Current policy approved by	Carl Morris
Current policy reviewed by	Carl Morris
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Date of next review	08/10/2027

Key staff involved in the procedure/policy

Role	**Name**
Head of centre	Adam Darley
Senior leader(s)	Carl Morris
Exams Manager	Chris Daws
Other staff (if applicable)	

This procedure/policy is reviewed and updated annually to ensure that certificates at Purbeck School are managed in accordance with current requirements and regulations and reflects centre practice.

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 Purbeck 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

Purbeck 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 .

Arrangements for the issue of certificates

Certificates are issued by sixth form staff to any pupil on roll at the centre. Certificates are issued by reception staff to any pupil not on roll at the centre. Instructions are given to candidates about checking their personal details (name, date of birth, etc.) are correct and that the correct final grade(s) is/are shown. Candidates must sign that certificates have been collected/confirming they are correct, etc.

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

- Signposted on the school website.

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, etc.

Record of issued certificates

A signed list is kept with the year groups certificates.

Additional information:

Not applicable

Retention of certificates

Purbeck School 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 Sixth Form.

Retention policy

Certificates unclaimed after one year are added to student files and retained until confidentially destroyed after 5-7 years.

Additional information:

Not applicable.

Changes effective from 1 Sepember 2026

In terms of JCQ regulations effective from 1 September 2026, no changes are applicable to this procedure/policy.

Centre-specific changes

Upon review in September 2026, no centre-specific updates or changes were applicable to this document.