



Marches Academy Trust

Date of last review: **October 2022**

Approved: **October 2022**

Date of next review: **September 2023**

Examination Certificate Policy 2022

Examination Certificates are the evidence of your qualifications, and employers and training providers will need to see them throughout your career. **It is therefore vital that you collect your certificates and keep them safe.**

Certificates for the summer examinations can be collected from mid-November after the examination has taken place, please check with your centre for how and where to collect them. You must check that all of your certificates are present and correct. By signing the collection log you are signing to say that you have received ALL of your certificates and that they are correct.

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Regulations do not allow certificates to be put in the normal post due to the risk of loss or damage. If you are unable to collect the certificates yourself, you can nominate someone else to collect your certificates by giving them signed written permission. This includes parents, family members or friends. The selected person who collects your certificates on your behalf must check that all of your certificates are present and correct. They must also sign the collection log to say that ALL of your certificates are present and correct. Please ask them to bring the written permission and a form of photographic ID. **Certificates will not be issued to anyone other than the person named on them without written permission and ID.**

Certificates which have not been collected within 12 months of the date that they were issued will be destroyed. If you have lost your certificates or not collected them within 12 months from the date of issue, you will need to contact the Awarding Bodies directly to order a certifying statement of results. **They will charge a fee for this.**

The Joint Council for Qualifications states:

“The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.”

<https://www.jcq.org.uk/exams-office/results-and-certification/notice-to-centres-examination-certificate-security-2007/>

DOCUMENT CONTROL

Policy Owner	Executive Lead Team
Scope	All Headteachers, Staff, Trustees, Governor and Clerks
Last Updated	October 2022
Effective from	October 2022
Next planned reviewed date	September 2023
Status	Approved
Date of approval	14.10.2023
Summary of last revision	Certificates available from November. New JCQ website.
Related Policies/Documents	