



Leeds Jewish Free School

## Certificate Issue Procedure and Retention Policy

November 2024

<b>Approved by:</b>	Governing Body	<b>Date:</b> November 204
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<b>Last reviewed on:</b>	November 2024
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<b>Next review due by:</b>	November 2025
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## **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 LJFS issues examination certificates to candidates and the policy for the retention of any unclaimed/uncollected certificates in compliance with JCQ regulations.

## **Issue of certificates**

LJFS will:

- obtain and maintain accurate candidate contact information to ensure the correct and secure dispatch 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 Mrs Prity Hunjan, Examinations Officer.

## **Arrangements for the issue of certificates**

- Certificates are provided to exam centres by awarding bodies after results have been confirmed.
- If it is not possible to hold an awards event for the distribution of examination certificates, they must be collected from LJFS Reception in person by prior arrangement.
- Candidates are required to check all details (name, date of birth, etc) on their certificates are correct and that the correct final grade(s) is/are shown.
- Candidates will be required to provide a signed confirmation of certificate(s) accuracy and receipt.
- Certificates must be collected by the published deadline.
- LJFS is unable to issue certificates via post.

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

- - Certificate collection dates will be shared along with the candidate statement of results slip and/or on the centre website.
- Certificates are not released prior to the pre-arranged dates.
- Certificates not collected are retained for 12 months and can be collected by candidates or their pre- authorised representative. After this time, you will need to contact the awarding body to purchase a replacement, this will be at your own expense.

**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/authorization; authorized person must provide ID evidence on collection of certificates.

- LJFS is unable to issue certificates via post.

**Record of issued certificates**

The Exams Officer will keep a record of all certificates issued and signed for.

**Additional information:**

Not applicable

## Retention of certificates

LJFS 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 Mrs Prity Hunjan, Examinations Officer.

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### **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 October 2024, no centre-specific updates and/or changes were applicable to this document.