



**Lincoln Minster School**  
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# **Exam Certificates**

Lincoln Minster School

## Exam Certificates

Centre name	Lincoln Minster School
Centre number	26138
Date policy first created	14/11/2023
Current policy approved by	Nicholas Boot
Current policy reviewed by	Abbie Eke
Date of review	23/03/2026
Date of next review	18/09/2026

## Key staff involved in the procedure/policy

Role	Name
Head of centre	Charlotte Brigden
Senior leader(s)	Nicholas Boot (Assistant Head - Academic Progress)
Exams officer	Hannah Vincent
Other staff (if applicable)	

This procedure/policy is reviewed and updated annually to ensure that certificates at Lincoln Minster School 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 Lincoln Minster 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

Lincoln Minster 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

Once certificates have been checked and collated candidates are given a choice of three options to receive their certificates:

1. Collection in person with the candidate signing to confirm receipt - this is the preferred option.
2. Postage using Royal Mail signed for service to an address provided by the candidate
3. Collection by a third-party who has been nominated by the candidate in writing (email accepted) and who will provide ID and who signs to confirm receipt.

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

- An email will be sent to the parents/guardians to inform them of these arrangements.

## Where unable to claim/collect certificates under the normal arrangements

1. Postage using Royal Mail signed for service to an address provided by the candidate
2. Collection by a third-party who has been nominated by the candidate in writing (email accepted) and who will provide ID and who signs to confirm receipt.

## Record of issued certificates

A record of collected certificates will be kept on file in the exams office.

## Additional information:

Not Applicable

## Retention of certificates

Lincoln Minster 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 .

### **Retention policy**

Certificates will be retained securely until any possibility of arranging for them to be collected or dispatched has been exhausted.

### **Additional information:**

## **Changes 2025/2026**

(Changed) Slight wording changes to prompts around what the records kept should list.

(Amended) The field against 'The retention of unclaimed or uncollected certificates is managed by' will need re-inserting.

## **Centre-specific changes**

Staffing Changes