



**Oakbank School**

**Retention of Certificates  
Policy**

| Role             | Name(s)           |
|------------------|-------------------|
| Head of centre   | Rob Gerrard       |
| Senior leader(s) | Katherine Reggler |
| Exams officer    | Christina Pitcher |
| ALS lead/SENCo   | Katherine Reggler |

Candidates can receive their certificates:

- In person at the centre
- Collected and signed for by third party
- Posted (signed for delivery)

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre will only retain certificates for 1 year. After this date they will be destroyed in the confidential waste. A record will be kept of the destroyed certificates.

A new certificate will not be issued by an awarding organisation without payment for a replacement certificate. Certain awarding bodies do not provide a replacement certificate service. In these cases, the awarding body will issue a Certifying Statement of Results, which offers a precise and comprehensive record of all qualifications listed on the original certificate.