



Distribution of Certificates Policy

- **Policy Statement Distribution of Certificates to Learners**
- To ensure MACTRI complies with obligations as an accredited centre for Open Awards we aim to always adhere to principles of good practice to ensure that our qualifications, irrespective of regulatory status, are fit for purpose and that they are delivered with integrity in a manner which best promotes and protects the interests of their users.
- As such, we are committed to ensuring that all learners who have demonstrated the appropriate level of attainment, by means of the necessary assessment, receive results and certificates in a timely manner.
- The only instances where it is acceptable to withhold results or certificates from learners are those where there are cases of suspected malpractice on the part of either the centre or the learner, or where there is reasonable evidence to suggest that there is a risk to the integrity of the results being issued.
- In such circumstances, MACTRI may either withhold results or certificates prior to sending them to centres for distribution to learners or instruct centres to hold back those results or certificates until such a time as any investigation is completed and issues are rectified. MACTRI will not withhold results or certificates and does not permit centres to do so, on financial grounds.

Results

MACTRI will not withhold results on financial grounds.

- MACTRI may withhold results where there is suspected malpractice on the part of the learner or the centre
- MACTRI may withhold results where there is reasonable evidence that there is a risk to the integrity of the results being issued
- Our Centre is not permitted to withhold results from learners under any circumstances, EXCEPT where we have issued a specific instruction to do so owing to suspected malpractice or where a result has been issued in error.

Certificates

- MACTRI will not withhold certificates on financial grounds.

- MACTRI may withhold certificates where there is suspected malpractice on the part of the learner or the centre
- MACTRI may withhold certificates where there is reasonable evidence that there is a risk to the integrity of the certificate being issued.

Our centre will not withhold certificates from learners under any circumstances, EXCEPT where we have issued a specific instruction to do so owing to suspected malpractice or where a result has been issued in error.

REVIEW

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the MEaP Head of the Institute.

Date: April 2022

Review Date: April 2023