

Certificates can be collected from the exam's office approximately 2 months after the results day for fully completed qualifications, during school hours, by appointment only. In addition to this a certificate collection day will be held in November for which you will be notified.

Should the candidate wish for someone to collect their certificates in their absence, then a signed and dated letter confirming this must be brought in by the named person when collecting the results. The named person collecting the results must also bring in photo ID e.g., passport or driving licence so we can check their identity too.

All certificates will be held in the centre for one year.

Should any candidates lose their certificates, replacement certificates/statements of results can be obtained directly from the exam boards at a cost to the candidate.

Please do collect your certificates when invited to do so. You may not need them now, but at some time in your careers, you will be asked to show proof of your qualifications and we only hold your certificates for one year. Please note some exam boards will not issue replacement certificates only statements of results.

Should you require replacement certificates/statements of results, please contact the exams boards directly, as listed below.

<https://qualifications.pearson.com/en/support/Services/replacement-certificates.html>

<https://www.aqa.org.uk/contact-us/past-results-and-lost-certificates> [results@aqa.org.uk](mailto:results@aqa.org.uk)

<https://www.ocr.org.uk/students/replacement-certificates/>

<https://www.wjec.co.uk/students/certificates/index.html>