

# Certificates

## Certificates are Legal Documents

- They will be available for collection from the main office from December 1<sup>st</sup>.
- When you receive, your certificates check that they are correct before signing for them.
- Once you have received your certificates, they must be kept in a secure place.
- To replace a certificate the exam board will require you to complete a form and will cost you approx £30.00 per certificate.
- Not all Exam boards will replace certificates; they will issue a Certifying Statement of Result.
- Students may have certificates posted to them if they complete an A4 Envelope (available from Mrs Bugler in the Exams Office) before they leave with £2.00 to cover the cost of Recorded Delivery.

**The School will retain certificates for a minimum of twelve months from the date of issue**

**I've lost my examination certificates, where can I get hold of copies?**

A number of examination boards have merged. If you are not sure which board/s you took your examinations with or how to contact them please see the document produced by Ofqual at <http://www.ofqual.gov.uk/help-and-support/94-articles/264-getting-copies-of-exam-certificates> This shows how examination boards merged to form the current Awarding Bodies.

If you still cannot remember which board/s you took your examinations with you can contact the various awarding bodies to see if they have a record of you achieving a qualification with them. If they cannot find a record of your qualification with them and therefore cannot issue confirmation they will not make any charge.