



## Exam Certificates

It is extremely important that you arrange to collect your certificates from the school at the earliest opportunity. Once collected you should keep your certificates in a safe place. The school is not obliged to keep certificates for longer than twelve months.

Candidates who took examinations during the academic year 2014/2015 will be able to collect certificates from the school as from 10 November 2015 **by prior arrangement with Main Reception – tel. 01895 234060 or email [office@uhs.org.uk](mailto:office@uhs.org.uk)**. Candidates who took examinations prior to 2014 should ring the school to check certificates are still being held at the school prior to arranging collection.

## Lost Certificates

If you lose your certificates the exam boards will not issue replacements. However, you can apply to the exam boards for a Statement of Results for which there is a charge per subject. This Statement of Results is universally acknowledged as proof of your examination results and can be used in place of your original certificate.

If you find you require this service you should log on to the awarding body web sites as follows:

### **[www.aqa.org.uk](http://www.aqa.org.uk)**

At the home page select **Help and contacts** from the top tabs, then select **Past results and lost certificates**.

### **[www.edexcel.com](http://www.edexcel.com)**

At the home page select **Contact us** from the top tabs and then **Replacement Certificate Applicants**.

### **[www.ocr.org.uk](http://www.ocr.org.uk)**

At the home page select **OCR for..** (4<sup>th</sup> tab from left) then **Learners and parents**. Select **Lost or incorrect certificates** from the left hand menu.

### **[www.wjec.co.uk](http://www.wjec.co.uk)**

At home page select **Students** from top tabs then **Certificates** from left hand menu. Scroll down and select **Application Form**.

Your certificates are valuable documents. You worked hard to achieve them so we must stress the importance of:

- collecting your certificates from the school
- keeping them in a safe place