

Exam certificates

Summer 2016 and 2015

Certificates are available to collect from school reception on weekdays between 8.00am and 4.00pm during term time. If you wish to collect your certificates during school holidays please phone to check opening hours. Summer 2016 certificates should be collected by December 2017. Exam board regulations allow certificates not collected within twelve months to be destroyed.

Please note that you are required to sign to confirm that you have received your certificates and that they are correct. If you are unable to collect your certificates you will need to give authority for someone else to collect and check them on your behalf. This may be a letter addressed to the Exams Officer or an email to examsofficer@saintolaves.net. The letter/email should state who will collect your certificates and the person collecting the certificates should bring evidence of their identity when collecting the certificates.

Pre Summer 2015 certificates

If you have not collected your certificates for exams taken before Summer 2015 we may still have the certificates. Please email examsofficer@saintolaves.net to check and arrange collection.

Lost or damaged certificates

The school is unable to replace lost or damaged certificates. If you have lost or damaged your certificates you should contact the relevant examination boards who will charge a fee to issue Certified Statements of Results, equivalent to certificates.

The examination boards all have details on their websites for doing this, please see links below.

AQA

<http://www.aqa.org.uk/help-and-contacts/past-results>

Edexcel (Pearson)

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

OCR

<http://www.ocr.org.uk/ocr-for/learners-and-parents/lost-or-incorrect-certificates/>