

EXAM CERTIFICATES

Exam Certificates are important legal documents that prove your qualifications. You may be requested to show your certificates to future educational establishments and employers and it is therefore important that you keep them safe.

It is important that you use one of the following options to collect/ receive your certificates.

By Collection: Please visit the school Reception between 8.00am and 4.00pm during term time. If you are unable to come yourself you may ask a friend/family member to collect certificates on your behalf. Your representative must bring a letter of authorisation from you and personal ID. Certificates will not be released without this evidence.

By post: Certificates can be posted to you at a secure address but will need to be 'signed for'. A payment of £4 to cover the cost of this Royal Mail service must be received before certificates will be sent out. You should make cheques payable to 'The Archbishop's School' and enclose details of the address you require to be used.

Lost and Uncollected Certificates

Exam Boards only ever issue one copy of certificates, we do not have duplicates. We keep all uncollected certificates, so if you think you may not have collected your certificates at the time that they were issued please contact us. If you have lost your certificates please be aware that the Exam Boards have merged and are now known as AQA, CCEA, CIE, City and Guilds, Edexcel/Pearson, OCR and WJEC. You need to contact them directly. They will be able to see from their systems which qualifications you took, details of your results and they will be able to issue you certified copies of your certificates (at a cost). You will need to tell them the year you sat your qualifications, your name, date of birth, our centre name (The Archbishop's School) and centre number (61401).

EXAM BOARD	POSTAL ADDRESS	TEL & FAX	WEBSITE/EMAIL CONTACT
AQA	AQA, Devas Street Manchester M15 6EX	Tel: 0161 953 1180	www.aqa.org.uk/ records@aqa.org.uk
CCEA	Council for the Curriculum, Examinations & Assessment 29 Clarendon Road Clarendon Dock Belfast BT1 3BG	Tel: 0289 026 1200	http://ccea.org.uk/ info@ccea.org.uk
CIE	Cambridge International Examinations Cambridge Assessment DC10 Hill Farm Road Whittlesford Cambridge CB22 4FZ	Tel: 01223 553554	www.cie.org.uk/ info@cie.org.uk
City & Guilds	City & Guilds 1 Giltspur St, London EC1A 9DD	Tel: 0844 543 0000	www.cityandguilds.com
Edexcel/Pearson	Edexcel 190 High Holborn, London WC1V 7BH	Tel: 0845 6180440	http://qualifications.pearson.com/en/home.html replacementcertificates@pearson.com
OCR	OCR Candidate Data, 1 Hills Rd, Cambridge CB1 2EU	Tel: 0300 456 2486	www.ocr.org.uk/ HistoricalRecords@ocr.org.uk
WJEC	WJEC 245 Western Ave, Cardiff CF5 2YX	Tel: 02920 265 000	www.wjec.co.uk/ replacementcertificates@wjec.co.uk