



Certificate Collection and Lost Certificates

St John's Catholic Comprehensive School

Excellence for all

Service to others

Inspired by Christ

Exam Certificates

A certification event is held to present certificates to students as a mark of their achievement; a letter will be sent advising the date and time.

When collecting certificates, you must sign to say that you have received them. Certificates may be collected on behalf of a candidate by a third party, providing that they have written authorisation to do so.

Once collected you should keep your certificates in a safe place. The school is obliged to keep certificates for twelve months, from the date of issue, after which they may be destroyed by a secure method.

If you are unable to attend the certification event you will need to contact the examination Manager to arrange collection – tel. 01474 563760, or email dprior@stj.kent.sch.uk.

Lost Certificates

Replacement certificates cannot be obtained from each exam board however they will provide a certifying statement which can be used by universities and other institutions as proof of your examination results; a standard fee will apply.

The school will be able to provide you with a print out of your results; this lists all exams taken and the result achieved.

The print out of result will not be adequate for application to Universities or Colleges.

If you find you require a certified statement you should log on to the awarding body web sites as follows:

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

www.ocr.org.uk At the home page select OCR for.. (4th tab from left) then Learners and parents. Select Lost or incorrect certificates from the left hand menu.

<http://www.cie.org.uk/> At the home page select Cambridge for Parents and Students, then select Exams and results then lost certificate.

You worked hard to achieve your results so we must stress the importance of:

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