



Policy: Name Change Procedure

St John's Catholic Comprehensive School

Excellence for all

Service to others

Inspired by Christ

This procedure relates to candidates who have changed or intend to change their name

1.1 Name change procedure

Candidates who change their name, for example by parent's marriage/divorce or deed poll, must inform the Exams Officer prior to their next examination sitting. Full written details and all relevant documentation must be submitted to the Examination Manager. Original documents and certified photocopies of documents are acceptable. Failure to submit the relevant documentation may result in refusal of entry to an examination, or incorrect examination certification being provided.

1.2 Entry to an examination

If the name on the school application form does not match the name the examination was booked under, entry of an examination will be refused, unless the relevant documentation can be provided to prove that the candidate has changed their name.

1.3 Replacement certificates

Original certificate(s) can only be issued as a result of a candidate changing their name when the candidate has submitted the relevant documentation prior to the examination entries. If a candidate didn't inform the Examination Manager about any name change before exam entries are submitted the candidate will need to pay the standard exam board fee for the replacement certificate(s).