

# HANDSWORTH GRANGE COMMUNITY SPORTS COLLEGE

## CERTIFICATES AND REPLACEMENT OF CERTIFICATES

### CERTIFICATES

Official examination certificates are received into school in late October .

They will be available to collect from Reception usually the second week after the October halfterm and this date will be communicated before candidates leave school in Year 11.

Candidates will be asked to sign for their certificates when they are collected.

Certificates will also be available from the Exams Office (9.00 to 2.00) – please do call ahead, so that these can be taken out of secure storage and be waiting for you. We cannot guarantee that someone will always be available to do this without a prior arrangement.

**Please note that identification, preferably photographic (passport, driving license, student card etc) will be needed.**

A third party can be nominated to collect certificates on a candidate's behalf. To release certificates to a third party, the school requires:

- A letter, stating that the candidate authorises the school to release certificates to the third party, signed by the candidate (verbal or text/email messages are unfortunately not acceptable).
- Identification provided by the third party (desirable)

**The school will not under any circumstances release certificates to either candidates or third parties without the necessary paperwork.**

### REPLACEMENT of CERTIFICATES

Awarding bodies say that centres are only obliged to retain certificates for 12 months after issue. After this, certificates will either be destroyed or returned to the issuing awarding body. Therefore it is good practice to ensure that all certificates are collected within this time scale. However, the centre does have a small amount of certificates in the archive area.

**This does not guarantee in any way that all uncollected certificates are available, please call to enquire.**

Once a candidate or a third party has signed for certificates, their safekeeping is the responsibility of the candidate not the centre. All documents relating to certificate collection are kept indefinitely, as proof of collection.

If candidates need another certificate for any reason, then it is their responsibility to contact the relevant awarding bodies to make a claim for a replacement. **Centres cannot apply on behalf of past candidates.** Certificates are not always replaceable, however a results statement is available, depending on the circumstances of the individual.

**Each awarding body has its own procedure and below are the contact details of the awarding bodies widely used, with a web address/link to the relevant area:**

**AQA**                    <http://www.aqa.org.uk/contact-us/past-results-and-lost-certificates>

**WJEC**                    <http://www.wjec.co.uk/students/certificates/index.html>

**OCR**                     <http://www.ocr.org.uk/i-want-to/lost-certificates/>

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