

## Exam certificates

### Summer 2020 and 2019

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. Exam board regulations allow certificates not collected within twelve months to be destroyed, so Summer 2020 certificates should be collected by December 2021.

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. Prior authorisation must be sent by email to [examsofficer@saintolaves.net](mailto:examsofficer@saintolaves.net) stating who will collect your certificates. The authorised person should bring evidence of their identity when collecting the certificates.

### Pre Summer 2019 certificates

If you have not collected your certificates for exams before Summer 2019 we may still have the certificates. Please email [examsofficer@saintolaves.net](mailto: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 a Certifying Statement of Results, equivalent to certificates.

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

AQA

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

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/>