

REPLACING CERTIFICATES AND RESULTS

Regulations state that schools only have to store students' exam certificates for one year, after which they can be destroyed. If schools are no longer in possession, students must apply to the exam boards directly for replacements.

Each Awarding Body has application forms and more information on their websites:

AQA

Phone: 01483 506506

Web: www.aqa.org.uk

Link for replacing certificates:

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

Edexcel

Phone: 0870 240 9800

Web: www.edexcel.org.uk

Link for replacing certificates:

<https://qualifications.pearson.com/en/support/Services/certificate-services.html>

OCR

Phone: 01223 553311

Web: www.ocr.org.uk

Link for replacing certificates:

<https://www.ocr.org.uk/students/replacement-certificates/>

WJEC

Phone: 029 2026 5000

Web: www.wjec.co.uk

Link for replacing certificates:

<https://www.wjec.co.uk/home/student-support/replacement-exam-certificates/>

You will need the following information:

- Your name (at the time you took the exams)
- Your date of birth
- The year you took the exams
- The level of the exams (GCSE or A-level)
- The name of the school/college where you took the exams
- That school/college's centre number - Southfields Academy: 11062

All Awarding Bodies charge a fee to send replacement certificates or results.