



Exam Centre 50639

Dear Candidate

May I take this opportunity to stress the importance of keeping exam certificates safely? The Exam Boards have quoted several examples of attempted fraud using genuine certificates.

Here is a quote from a letter of advice to me from AQA if certificates are lost or destroyed:

“If a certificate is lost a replacement will not be provided by AQA. Candidates may, however, apply for a statement of results for their own use or request that a confirmation of results be sent to external bodies (employers etc). Where a certificate has been destroyed accidentally (i.e. fire, theft or flood) application for a replacement certificate can be made, supported by a statement from the relevant source. It would be helpful if you could earn your candidates of this and advise them that they should look after their certificates carefully.”

For reference, please use the following links:

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

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

<http://www.wjec.co.uk/students/certificates>

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

This statement of results is expensive (in the region of £45 per Board). The school is able to supply a similar statement of results which would have the same standing. However, I must advise you that our ability to keep an extensive record over a long period of time is limited. I would not be able to guarantee that the school would have records of all results after 10 years.

May I take this opportunity of wishing you the best for the future.

Yours faithfully

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Examinations Manager

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