



Handsworth Grange
Community Sports College

HANDSWORTH GRANGE COMMUNITY SPORTS COLLEGE

CERTIFICATES AND REPLACEMENT OF CERTIFICATES

CERTIFICATES

Official examination certificates are distributed at the Presentation Evening (to which friends and family are invited) held in November of each year. Dates can be found in the School Calendar.

Candidates will be asked to sign for their certificates when they receive them at the Presentation Evening.

Certificates will also be available from the Exams Office (9.00 to 2.00) if candidates are not able to attend the Presentation Evening.

Please note that identification, preferably photographic (passport, driving license, student card etc) will be needed if certificates are collected at any other time than the Presentation Evening.

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://web.aqa.org.uk/admin/p_records.php

OCR http://www.ocr.org.uk/learners/lost_certs/index.html

WJEC <http://www.wjec.co.uk/index.php?nav=44>

EDEXCEL <http://www.edexcel.com/i-am-a/student/Pages/viewtask.aspx?pageID=Replace-cert-students.aspx&documentID=Replace%20student%20certification%20for%20GCE,%20GCSE,%20IGCSE,%20ELC%20and%20AEA%20-%20information%20for%20students&cat=Certification>

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