

LOST CERTIFICATES

Certificates are required to be kept by the school/academy for one year after certification. If we no longer have them or a student has lost them, awarding bodies can provide a statement of results. New certificates will not be issued.

If certificates have been destroyed by fire or flood, documentary evidence will need to be provided before the awarding body will provide replacements.

Each awarding body charges a minimum of £30 for each replacement document.

The awarding bodies prefer that requests are made through their websites. The details of the 4 main awarding bodies are listed below:

AQA

www.aqa.org.uk

From the home page, click on the link for Students & Parents. On that page, there is a link to replacement certificates on this page

EDEXCEL

www.edexcel.com

From the home page, click on the 'I am a..' link and then on the student link. On the student page, a link to Certification will be available.

OCR

www.ocr.org.uk

On the right hand side of the home page, there is a list of popular areas. On this list is 'Apply for lost certificates'

WJEC

www.wjec.co.uk

On the home page, click on the link 'Parents and Students'. On the left side of the page, is a link to 'Replacement Certificates'.

The Centre Number for Shenley Court School/Shenley Academy is: **20251**.

You may need to quote this in any correspondence.