

REPLACEMENT CERTIFICATES

Normal procedures

Examination Certificates are issued to the school or college where the examinations were sat, not directly to candidates. Even private candidates' certificates are now sent to the examination centre, rather than to the candidates' home addresses.

Certificates are normally sent out to examination centres following the examinations and distributed to individual candidates soon afterwards. Each centre will determine the most appropriate method of distributing the certificates. Some may require candidates to call at the centre in person, for example at a prize giving evening; others may forward them in the post.

Lost or uncollected certificates

If you have not received your examination certificate, contact the centre where you sat the examination in the first instance. But please note that centres are only obliged to retain unclaimed certificates for one year from the date of issue.

If you have attempted to collect the certificate from the centre more than one year after its issue and the centre no longer has it, or if you collected it, but it has since been lost or destroyed, then you may apply for a **Certifying Statement of Results**. WJEC cannot reproduce an original certificate.

Applicants can apply for:

Either

Certifying Statement of Results - This is an official WJEC statement of the final examination results achieved by a candidate for each session.

WJEC certificate stationery is used which has an official WJEC hologram proving its authenticity. The title at the top of the statement states 'Certifying Statement of Results'. Details of the fees for this service are on the application form.

Or

Letter of Confirmation - WJEC will provide written confirmation of a candidate's results direct to any employer, Educational Institution or Professional Body. **Please note that Letters of Confirmation cannot be sent to candidates, nor can they be addressed "to whom it may concern"**. A specific individual/department within a specific organisation must be specified. Details of the fees for this service are on the application form.

NB: Please check with the organisation requesting confirmation of qualifications that the 'Letter of Confirmation' will be accepted by them, before you apply.

PLEASE PRINT THE APPLICATION FORM and return by post.

We require the applicant's signature to comply with the Data Protection Act 1998.

Important Notes:

Please see “Frequently Asked Questions” for more information.

- WJEC cannot reproduce an original certificate. A Certifying Statement of Results is an official statement of the final examination results held by WJEC.
- The application form must be **completed and signed by the candidate**.
- **The application form must not be completed by a third party on behalf of the candidate e.g. Teacher or Employment Agencies.**
- Please allow **6 weeks** for completion of both services. We cannot prioritise any application.
- **ID:** Applications will **not** be processed without proof of identity. **We do not require the original document.**

If your name has not changed since the time of the exams, then we will just need to see a **photocopy** of an official ID document such as your Birth Certificate, Passport page or Driving Licence.

If you have changed your name by marriage, we will need to see evidence of your name change. Please send us a **photocopy** of your Marriage Certificate (Decree Absolute if you are divorced). If this is not available we will accept either a **photocopy** of a current Driving licence or Passport page as well as your Birth Certificate. We need to have evidence of the two names you are applying under.

If you have changed your name by Deed Poll you would need to send a **photocopy** of this document.

Please do not hesitate to contact WJEC for more information with regard to amendments for circumstances other than those relating to Deed Poll or Marriage.

- **Payment** may be made by Debit/Credit card, Cheque or Postal Order. On no account should cash be forwarded. Please note, that to comply with the payment card industry data security standard, we cannot accept payment details via e-mail or fax. Where results cannot be located, WJEC will retain 50% of the fee charged to cover administration costs, the remainder will be refunded.
- **Post:** Certifying Statement of Results are sent via first class Royal Mail Recorded Delivery in the UK and Airmail for overseas applicants. Letters of Confirmation are sent via first class Royal Mail in the UK and Airmail for overseas. We do not offer special delivery services.
- **Please return the completed application form to:** Replacement Certificates, WJEC, 245 Western Avenue, CARDIFF CF5 2YX.
- **Contact us:** Tel: 029 2026 5132
email: replacementcertificates@wjec.co.uk

Contact details of other Examination Boards

AQA

Examination Records
Devas Street
Manchester
M15 6EX

Tel: 01483 506 506

Email: Records@aqa.org.uk

Website: www.aqa.org.uk

PEARSON/EDEXCEL

Past Records
One90 High Holborn
London
WC1V 7BH

Tel: 0845 618 0440

Email: replacementcertificates@pearson.com

Website: www.edexcel.org.uk

OCR

Data Capture
(GQ Historical Records)
1 Hills Road
Cambridge
CB1 2EU

Tel: 0300 456 2486

Email: GQHistoricalRecords@ocr.org.uk

Website: www.ocr.org.uk

APPLICATION FORM

CERTIFYING STATEMENT OF RESULTS or LETTER OF CONFIRMATION

1. YOUR PERSONAL DETAILS

FULL NAME (Mr/Mrs/Ms/Miss)

FULL NAME AT TIME OF EXAMINATION, if different from above:
.....

DATE OF BIRTH:

CURRENT ADDRESS:
.....

.....POST CODE/ZIP.....

Contact details in case of query:
Daytime telephone no.

Email Address.....

2. FEES

- (a) **CERTIFYING STATEMENT OF RESULTS:** A separate statement will be issued for each examination session e.g. January, June or November etc. and for each qualification type.
The fee payable is £35 for the first statement and £15 for each statement provided for subsequent examination sessions.

E.g. GCE A level June 2011 = one statement = £35
 GCSE June 2009 + GCE A level June 2011 = two statements £35 + £15 = £50
 GCSE June 2009 + GCSE November (re-sit) 2009 + GCE A level June 2011 = three statements £35 + £15 + £15 = £65.

Extra Copies of Certifying Statement of Results: Extra copies of each certificate can be requested by completing the quantity in the column/s on the right hand side of the table.

The fee payable for each extra copy is £10.

E.g. One statement = £35 + £10 for one extra copy of same statement = £45

- (b) **LETTER OF CONFIRMATION** (sent to an official third party only): A separate letter will be issued for each examination session e.g. January, June or November etc. and for each qualification type.
The fee payable is £30 for the first letter and £10 for each letter provided for subsequent examination sessions.

E.g. GCE A level June 2011 = one letter = £30
 GCSE June 2009 + GCE A level June 2011 = two letters £30 + £10 = £40
 GCSE June 2009 + GCSE November (re-sit) 2009 + GCE A level June 2011 = three letters £30 + £10 + £10 = £50.

NB: Please check with the organisation requesting confirmation of qualifications that the 'Letter of Confirmation' will be accepted by them, before you apply.

Extra Copies of the Letter of Confirmation: Extra copies of each letter can be requested to be sent to an additional address by completing the quantity in the column/s on the right hand side of the table (See section 5b to provide additional address details).

The fee payable for each extra copy is £10.

E.g. Two letters to an additional address = £10 + £10 = £20

3. SERVICE REQUIRED (please tick appropriate box)

(a) Certifying Statement of Results (CSR Statement)

(b) Letter of Confirmation (sent to official third party only)

We appreciate your query is urgent, for this reason all applications are processed in strict date order. Please allow **6 weeks** to process your application.

4. DETAILS OF EXAMINATIONS TAKEN

In most cases, WJEC should be able to provide confirmation of examinations taken from 1951 onwards. Please ensure that only **WJEC** examinations are listed. For examinations taken with other boards you will need to apply directly to the board concerned – please contact the school or college where you sat the examinations for details.

NB: Even if you request specific subject/s to be recorded on your statement/letter and you took other subjects in the same session they will also appear on the same statement/letter.

Please Tick Appropriate box.	Name and Address of School/College (Examination Centre)	Series Month & Year (e.g. June 2009)	Qualification: A, AS, O, CSE, GCSE, Key Skills/ Essential Skills, CoE/Entry Level, Welsh Bacc. etc.	Subjects and Grades (if known)	Extra Copies Quantity 1, 2, 3 Etc.
Statement 1 CSR £35 <input type="checkbox"/> Letter £30 <input type="checkbox"/>					£10 each CSR <input type="checkbox"/> Letter <input type="checkbox"/>
Statement 2 CSR £15 <input type="checkbox"/> Letter £10 <input type="checkbox"/>					£10 each CSR <input type="checkbox"/> Letter <input type="checkbox"/>
Statement 3 CSR £15 <input type="checkbox"/> Letter £10 <input type="checkbox"/>					£10 each CSR <input type="checkbox"/> Letter <input type="checkbox"/>

Total Cost = £

N.B. Please attach an additional sheet for further series.

5.

- (a) **Alternative delivery address for CERTIFYING STATEMENT OF RESULTS** - Statements are usually sent by first class Recorded Delivery to the candidate's current address. If you would like us to send the statement/s to an alternative address please complete the box below.

Name of addressee:
Address:Post Code:

- (b) **APPLICANTS FOR LETTERS OF CONFIRMATION ONLY (sent to official third party only)**

Name and address of employer, educational institution or professional body to which letter/s of confirmation should be sent. (Please attach a separate sheet for additional addresses).

NB: Please check with the organisation requesting confirmation of qualifications that the 'Letter of Confirmation' will be accepted by them, before you apply.

1st Address

Name of addressee:
Address:Post Code:

2nd Address

Name of addressee:
Address:Post Code:

6. **PROOF OF IDENTITY**

You must include a **photocopy** of **one** of the following ID. If your name has changed since you sat your Examination (s), you must include with your application photocopies of documents that show **both** your current name and your name at the time of examination. Please tick appropriate box.

Birth Certificate Driving Licence Passport

Marriage Certificate Decree Absolute Deed Poll

Please do not send original documents as WJEC cannot be held responsible for any loss or damage.

