

Exam Certificates

Exam Certificates are important legal documents that prove your qualifications. You may be requested to show your certificates to all future educational establishments and employers and it is therefore important that you keep them safe. All certificates issued by Exams Boards are sent directly to the student's home learning community and are held securely in the Exams Office.

Students who sat exams in the past academic year:

Students in year 8, 9 and 10 – certificates will continue to be held until the end of year 11.

Students who have completed year 11 or 12 and continue onto the next year – We run exam collection sessions at lunchtime in December in Post 16. The date of these are advertised on noticeboards in Post 16 a few weeks before the event.

Students who have completed year 13 are invited to the Celebration Evening where they are able to collect their certificates.

Students who have left in the past year or who have not collected certificates, will receive a postcard at the end of January inviting them to come to Main School Reception between 9am and 3pm to collect certificates. We are unable to post certificates out to students as we cannot guarantee their safety. If you are unable to collect your certificates personally, you can email us on exams@cotham.bristol.sch.uk giving your permission for someone you know to collect them on your behalf.

Students who sat exams in the past 6 years and have not collected certificates;

If you have not already collected your certificates please contact the Exams Office by emailing exams@cotham.bristol.sch.uk. We will look out your certificates and email you back once these are ready for collection. If you call in without first emailing, we cannot guarantee there will be somebody available to provide you with your certificates and you may be asked to leave your details. If you are unsure if you've collected your certificates, please email us as we keep records of certificate collection.

Students who have lost their certificates / sat exams over 6 years ago;

Exam Boards only ever issue one copy of certificates, we do not have duplicates. We only keep certificates for 6 years. Our computer systems have changed in the past few years and it is unlikely that we have details of your results or which Exam Boards you took your qualifications with. The Exam Boards have merged and are now known as AQA, Edexcel, OCR, WJEC and City and Guilds, you need to contact them directly. They will be able to see from their systems which qualifications you took, details of your results and they will be able to issue you certified copies of your certificates (at a cost). You will need to tell them the year you sat your qualifications, your name, date of birth, our centre name (Cotham School) and centre number (50513).

EXAM BOARD	POSTAL ADDRESS	TEL & FAX	WEBSITE/EMAIL CONTACT
AQA	AQA, Devas Street, Manchester M15 6EX	Tel: 0161 953 1180	www.aqa.org.uk/ mailbox@aqa.org.uk
Edexcel	Edexcel, 190 High Holborn, London WC1V 7BH	Tel: 0845 6180440	www.edexcel.com students@pear
City & Guilds	City & Guilds, 1 Giltspur St, London EC1A 9DD	Tel: 0207 294 2800	www.city-and-guilds.co.uk/
OCR	OCR, Candidate Data, 1 Hills Rd, Cambridge CB1 2EU	Tel: 01223 553 998	www.ocr.org/ general.qualifications@ocr.org.uk
WJEC	WJEC, 245 Western Ave, Cardiff CF5 2YX	Tel: 02920 265 000	www.wjec.co.uk/ info@wjec.co.uk

