

Exam Certificates

Exam Certificates are important legal documents that prove your qualifications. You may be asked 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 school and are held securely in the Exams Office for up to 6 years.

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 will be invited to collect their certificates from Post 16. The collection date will be advertised on noticeboards in Post 16 a few weeks before the event.

Students who have completed year 13 will be notified of a collection week in January.

Students who have left in the past year or who have not collected certificates, will receive notification when their certificates are ready for collection. We are unable to post certificates 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 you to collect. 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 certificates / sat exams over 6 years ago;

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 before 2007. The exam boards are now known as AQA, Edexcel, OCR, WJEC, Cambridge International and City and Guilds. You will need to contact them directly and fill in an online application, they will initiate a record check and issue certified statements of results. 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). There will be a charge for this service.

EXAM BOARD	WEBSITE/EMAIL CONTACT
AQA	www.aqa.org.uk/ records@aqa.org.uk
Edexcel	www.edexcel.com students@pearson.com
City & Guilds	www.city-and-guilds.co.uk/
OCR	www.ocr.org./ general.qualifications@ocr.org.uk
WJEC	www.wjec.co.uk/ replacementcertificates@wjec.co.uk
Cambridge International Assessment	www.cambridgeinternational.org.uk info@cambridgeinternational.org.uk