



The Royal Liberty School

"Where Boys are Ambitious, Where Boys Succeed"

Replacement Certificates

JCQ regulations require centres to keep examination certificates for 12 months from the date of issue. After this time, certificates may be destroyed by the centre. Royal Liberty School keeps certificates for a minimum of 5 years from the date of issue. After this time, any unclaimed certificates will be sent for secure destruction.

If you later require your certificates, and the centre no longer holds them, you will need to contact each exam board and follow their replacement certificate procedure. Full details can be found on their websites. This is a time consuming and expensive process which you will have to instigate and pay for yourself.

If you took your exams before the current exam boards came into existence, you will need to contact each board to see who has your results.

The information and prices given below are for guidance only. Please refer to the individual board's website for up-to-date information and fees.

Edexcel

www.edexcel.com

- Edexcel's standard service takes 20 working days
- A fast track service is available at additional cost
- Available for all BTEC, Edexcel and EDI qualifications
- Standard service costs £43 for each application
- Documents are sent by signed-for 2nd class post
- A separate application must be made for each different type of qualification
- The type of replacement document you receive depends on the qualification you completed and when you took it

AQA

www.aqa.org.uk

- AQA takes on average 28 days to process an application
- Due to the high number of applications they receive, they recommend allowing 8 weeks for your application
- A £37 (non-refundable) fee is charged
- Either a Certified Statement of Results or Confirmation Letter to a Third Party can be issued

OCR

www.ocr.org.uk

- OCR takes on average 28 days to process an application
- Due to the high number of applications they receive, they recommend allowing 6 weeks for your application
- A £42 fee is charged
- A Certified Statement of Results is issued for 14-19 qualifications
- A Replacement Certificate is issued for vocational qualifications

WJEC

www.wjec.co.uk

- WJEC takes on average 15 days to process an application
- Can issue either a Certifying Statement of Results or Letter of Confirmation
- A Certifying Statement of Results costs £35 for the first statement and £15 for each statement provided for subsequent exam sessions
- A Letter of Confirmation costs £30 for the first letter and £10 for each letter provided for subsequent exam sessions