



Replacement Certificates

If you later require your certificates, and the school 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.

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/Pearson www.edexcel.com

- Edexcel's standard service takes 20 working days
- A fast track service is available at additional cost
- 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

WJEC (Eduqas) 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

Cambridge Assessment International Education (CIE) www.cambridgeinternational.org

- £39.75 is charged for each Certifying Statement (additional copies are charged at £11)



OCR <https://www.ocr.org.uk/students/replacement-certificates/>

- The standard fee for this service is £53.50 per exam series.
- If you submit an application and OCR are unable to find any results for you, OCR will refund 50% of the fee charged.