

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 very 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 who have completed Year 11 will be invited to collect their certificates from Reception, the collection date will be posted out to you once we receive them from the Exam Boards in November.

If you are unable to collect your certificates in person, you can email the Exams Office npawlowska@fairfield.excalibur.org.uk giving your permission for someone you know to collect them on your behalf.

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

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.***

Students who sat exams in the past 6 years and have not collected their certificates - If you are unsure if you've collected your certificates, please email us as we keep records of certificate collection. We will first check if the certificates were collected and then 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.

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 2004. 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 your name, date of birth, the year you sat your qualifications, our centre name :- **FAIRFIELD HIGH SCHOOL** and centre number :- **50517**. The Exam Boards charge for this service.

EXAM BOARD CONTACT

EXAM BOARD	Website	Email/ Telephone
AQA	https://www.aqa.org.uk/contact-us/past-results-and-lost-certificates	results@aqa.org.uk 0800 197 7162 (option 2)
PEARSON (Previously Edexcel)	https://qualifications.pearson.com/en/support/Services/certificate-services.html	students@pearson.com 0344 463 2535 (option 3)
OCR	https://ocr.org.uk/students/replacement-certificates/	general.qualifications@ocr.org.uk 01223 553 998 (option 4)
WJEC	https://www.wjec.co.uk/students/certificates/	replacementcertificates@wjec.co.uk 02920 26 5000
Cambridge International Assessment	https://www.cambridgeinternational.org/exam-administration/results/lost-certificates	info@cambridgeinternational.org 01223 553554 (option 2)