

How to Obtain your Certificates

GCSE Summer 2014 Certificates will be available for collection from school as from Monday 10th November 2014.

Someone else may collect them for you, but please send a note from yourself with that person.

Whoever collects the certificates will be asked to sign for them.

We can only keep your certificates for 12 months. It is therefore very important that you collect them within this time. You can obtain copies from the Awarding Bodies, but they are very expensive.

Your certificates are very important documents.

If you miss the deadline, or if you are a past pupil seeking copies, please contact the Examinations Officer email b.chawdhery@applemore.hants.sch.uk for further information or refer to the Exam Board website:

AQA www.aqa.org.uk

OCR www.ocr.org.uk

EDEXCEL www.edexcel.org.uk

WJEC www.wjec.co.uk

Unclaimed certificates

Please see the document below from JCQ regarding unclaimed certificates



AQA City & Guilds CCEA Edexcel OCR SQA WJEC

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.

Notice to Centres

Unclaimed Certificates

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.