



## **GCE & GCSE or GCSE-Equivalent Certificates**

Awarding bodies send certificates for successful candidates to schools in the October following the examination. You will be contacted to come into the school to collect them. We do not send them in the post because of the risk of damage or loss.

As soon as you receive your certificates, please check that all the personal details printed on them, such as your date of birth and name, are correct. Please notify the Exams Officer at once if there are any mistakes.

You are advised to store your certificates in a safe place. Keep them flat in a protective cover. They will be required as evidence of your achievement should you decide to go to college, university or apply for a job. Never send originals of your certificates to universities, colleges or employers. It is good practice to take copies and send those if required.

If you do lose your certificate, be advised that awarding bodies no longer issue replacement certificates, only a replacement "Statement of Results", which colleges and universities will accept as evidence of achievement. They will, however, not look as impressive as a certificate and you will be charged for this service by each awarding body.