



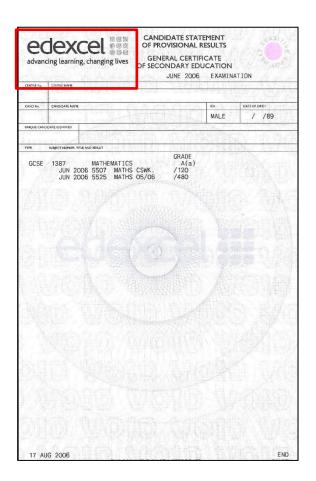
## Replacement certificate guidance

### For qualifications taken in the UK

#### 1.Identify your exam board

First, identify the exam board. Your provisional statement of results will state the exam board (see the picture on the right for an example, with the exam board highlighted in red). If you do not have this document, contact your school or college, as they may have records of which board was used and when. The main exam boards in the UK are:

- WJEC (Welsh Joint Education Committee)
- CCEA (Council for the Curriculum, Examinations and Assessment)
- OCR (Oxford, Cambridge and RSA Examinations)
- AQA (Assessment and Qualifications Alliance)
- Edexcel (Pearson Edexcel)



#### 2. Visit the government website to order your replacement certificate

Once you have identified which exam board issued your certificate, visit the <u>official government website</u> to request a replacement certificate.

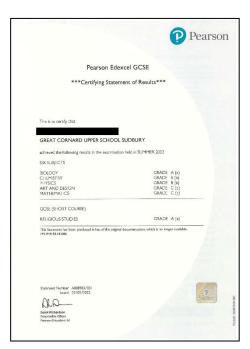
www.gov.uk/replacement-exam-certificate





# 3.Request a certified statement of results or replacement certificate

You can usually request a certified statement of results, which is accepted in place of a lost certificate. If the original certificate is still available, the awarding body may issue a direct replacement. Each awarding body has its own process and requirements, which typically include proof of identification and a processing fee. Processing can take up to 20 working days, and in some cases longer. Costs generally range from £30 to £60, depending on the awarding body and the type of document requested.



Please note that WJEC only issue electronic certificates, we can accept this as valid evidence.



#### 4. Request confirmation if urgent

If you require urgent proof, some awarding bodies may be able to provide a confirmation letter or email while you wait for your official documents. This can serve as a useful interim solution, and we may accept this to progress your application.

