

# How to receive your Exam Certificates



On receipt of your results, you should check your results slip — any changes to personal details can be made free of charge if the exam boards are alerted immediately. Once certificates have been issued exam boards will levy a charge of around £50 per certificate for all amendments.

## GCSE Certificates

Your exam certificates will be available for collection from the beginning of December following the August results. If you are staying at Balcarras they will be delivered to your Y12 tutor group. If you are leaving the school, the exams office will contact you to let you know they are ready. The collection point is the main school reception desk between 8am and 4pm during term-time. Uncollected certificates will be returned to the exams office for safe-keeping after one month.

## A-Level Certificates

Your exam certificates will be available for collection from the beginning of December following the August results. The exams office will contact you to let you know they are ready. The collection point is the main school reception desk between 8am and 4pm during term-time. Uncollected certificates will be returned to the exam's office for safe keeping after one month.

**Please be advised, in accordance with the awarding bodies instruction ALL unclaimed certificates will be confidentially destroyed after 12 months.**

These are very important documents which are expensive to replace, which is why we do not post them out unless specifically requested to do so.