



Examinations Office

Summer Exams

Exam certificates

On results day you will have received a statement of your results. However, this may not be accepted by colleges, universities and future employers who will require your certificates. Certificates will arrive at King Alfred's by early November for your collection.

Please ensure that you obtain your certificates, and keep them in a safe place

GCSE certificates

Your certificates should arrive at the Exams Office by early November. **If you are leaving, it is your responsibility to arrange to collect them. You will need these certificates for future employment purposes. The Head of Year 11 will write to you inviting you to collect your certificates on a nominated evening in December**

If you are joining the sixth form, you will be advised when the certificates will be available for collection.

If you are Year 10 you may collect certificates from the Exams Office if you are leaving or have a particular requirement. Otherwise certificates will be kept at school and collated with your certificates from Year 11.

GCE certificates

The Head of Sixth Form will write to invite all Year 13 students to collect certificates on a nominated evening in December. If you are unable to attend, please ensure that you arrange to collect your certificates from the Exams Office.

It is extremely important to collect your certificates and keep them in a safe place, as you will need these in the future.

If you wish for someone to collect them on your behalf, you need to give them a written note with your authority to collect.

If you would like your certificates posted to you, you must leave an A4 stamped addressed envelope (noting "certificate" in top left corner) and a letter accepting responsibility for any subsequent loss or damage to the certificates, with the Exams Office

Certificates will be held in the Exams Office for up to a year, after that we are encouraged to dispose of them.

If you do not collect, or misplace your certificates, you will need to buy a substitute from the board. Each board will charge you around £40 per certificate