

# Lost Exam Certificates? Here's what to do...

The school is frequently contacted by former pupils who have mislaid their exam certificates or who have never collected them in the first place. This document explains what to do if you are in either situation.

**PLEASE NOTE: The School does not keep details of former pupils' exam grades and cannot replace Certificates or provide other evidence of grades.**

## Left School Recently and Never Collected Your Certificates?

If you left Deer Park School in the last 3-4 years and did not collect your exam certificates, it is worth checking with the Exams Officer to see whether your Certificates have been retained by the school. It is standard practice to destroy unclaimed Certificates after a reasonable period of storage, but you might be lucky! Telephone the school on 01285 653447.

## Mislaid Your Certificates and/or Left School Many Years Ago?

Exam Certificates are unique documents and cannot be replaced if they have been mislaid or purposefully destroyed. In these circumstances, you need to contact the Exam Boards directly, to obtain written confirmation of your grades (they will charge a fee for this). In most cases, you will have taken exams with several of the Exam Boards and, if you left many years ago, the names of the Boards may have changed, since several have merged or rebranded in recent years.

### The main Exam Boards are:

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**AQA**                      **Tel 01453 506506**  
Stag Hill House  
Guildford  
GU2 7XJ

[www.aqa.org.uk](http://www.aqa.org.uk)      A major Board used for many subjects.

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**CEA**                      **Tel 028 9026 1200**  
Clarendon Dock  
29 Clarendon Road  
Belfast  
BT1 3RG

[www.ccea.org.uk](http://www.ccea.org.uk)      The Northern Ireland Board used only for Additional Maths

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**EDEXCEL**              **Tel 0870 2409800**  
One90 High Holborn  
London  
WC1V 7BH

[www.edexcel.org.uk](http://www.edexcel.org.uk)      A major Board used for many subjects.

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**OCR**                      **Tel 01223 552552**  
1 Hills Road  
Cambridge  
CB1 2EU

[www.ocr.org.uk](http://www.ocr.org.uk)      A major Board used for many subjects.

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**WJEC**                      **Tel 029 2026 5000**  
245 Western Avenue  
Cardiff  
CF5 2YX

[www.wjec.co.uk](http://www.wjec.co.uk)      The Welsh Board, used for a number of subjects, especially Religious Studies.

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