

Guidance on how to get confirmation of your certificates and the achievements of prior examinations especially Maths & English at level 2 (GCSE, CSE or O'Level)

Confirmation of your English & Maths examination grades are important and required as evidence as part of your apprenticeship. If you have mislaid your certificates from school etc. due to a house move or simply forgetting where you have placed them, the following instructions may help to get a replacement copy. The first place to enquire would be your old school, assuming it still exists. If it has been demolished and another bigger school created nearby then they should still have prior records to hand. Therefore give them a call or email them with your name, year you took the exams etc. They in turn will inform you if they are able to help or not. If they are and you recently were at the school, they may give you confirmation as to the results however a more formal confirmation from the awarding body may be required for the purpose of clarification.

1. If you cannot get confirmation from the school you will then need to contact the awarding body for a replacement copy, identity will be required and costs around £10 to attain. The easiest way to contact is via the following link:

[Get a replacement exam certificate - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The link will offer guidance and access points to the following awarding bodies listed below. You can also go directly to this page from here by holding down CTRL key and clicking on the link above.

2. If your exam board is not on the list below, you can still get a replacement, you need to click on the link below. The old exam boards were merged in to one of the 5 above, and the link below will indicate which of the 5 current exam boards you need to contact.

[Get a replacement exam certificate: If your old exam board no longer exists - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Exam boards

The 5 boards in England, Wales and Northern Ireland are:

- [Assessment and Qualifications Alliance \(AQA\)](#)
- [Council for Curriculum and Examinations Assessment \(CCEA\)](#)
- [Pearson Edexcel](#)
- [Oxford, Cambridge and RSA Exams \(OCR\)](#)
- [Welsh Joint Examinations Committee \(WJEC\)](#)

Contact the [Scottish Qualifications Authority \(SQA\)](#) for replacement certificates for Scottish qualifications.

