

GCSE Certificates

Final certificates are usually received by the School during November. These certificates are important personal documents for future careers. Students will need to have these available when applying to Colleges and Universities as they will require sight of the certificates to support student applications. Employers will also ask for certificates when considering a job application.

We will advise you in writing when the certificates have arrived in school and the times the student or parent/carer (with written student's permission) may collect their certificates. If you change your address before the November after you have left then please advise the school.

The certificates must be collected and signed for by the student only. However another person who has the student's written authorisation may also collect the certificates on their behalf. Unlike results statements, certificates cannot be posted out.

Late Collections of Certificates

Certificates must be collected by the end of the following academic year after the student has left. Certificate collections after this will be subject to a £10 charge.

We regularly receive enquiries from former students regarding the certificates they should have collected several years ago and now urgently need for interviews and job applications. However, according to examination board regulations, after 12 months, schools have the authority to return uncollected certificates to the Boards, where they may be destroyed. The Boards do not guarantee printing new certificates following candidates' late enquiries and may only provide re-issued results statements, for which they charge high fees. However Portchester School recognises the importance of these certificates to our former students and we safely archive them for a number of years before returning uncollected certificates to the examination boards.

Bearing this in mind, please collect your certificates as soon as possible! They belong to you and are important to your future.

Former students from who left over a year ago who wish to collect certificates are advised to contact the Exams Manager on 01202 705057 or exams@portchester.bournemouth.sch.uk firstly to ascertain whether we have them and secondly to arrange a time to collect them. Do not just turn up at Portchester expecting to simply pick them up on spec!

Lost Certificates

If you have lost your certificates then you will need to contact the examination boards directly quoting Portchester's current centre reference number 55139 and the dates when you sat your exams.

www.aqa.org.uk/

www.ocr.org.uk

www.edexcel.org.uk