



## **Uxbridge High School Academy Trust**

### **Examination Certificates**

It is extremely important that you arrange to collect your certificates from the school at the earliest opportunity. Your certificates are valuable documents and you have worked extremely hard to achieve your results, we cannot stress the importance of:

- a. collecting your certificates promptly
- b. keeping them in a safe place

The school is not obliged to keep certificates for longer than twelve months.

Candidates who took examinations during the summer can collect certificates from the school from December of that year.

Candidates who took examinations in prior years should contact the Examinations Office to check whether their certificates are still held by the school prior to arranging collection.

#### **Examinations Office contact:**

**Tel. No: 01895 234060**

**Email: [exams@uhs.org.uk](mailto:exams@uhs.org.uk)**

### **Lost Certificates**

Check with the school's Examination Office in the first instance as the school holds a large number of unclaimed certificates.

If you lose your certificates you can apply to the awarding body for which there is a charge. If you require this service you should log on to the awarding body websites as follows:

[www.aqa.org.uk](http://www.aqa.org.uk)

[www.pearson.com](http://www.pearson.com)

[www.ocr.org.uk](http://www.ocr.org.uk)

[www.wjec.co.uk](http://www.wjec.co.uk)