



## Confirmation of Results to a Third Party Statement of Results for a Candidate Replacement Certificate

### DESCRIPTION OF SERVICES

#### Confirmation of Results to a Third Party

A confirmation of results can **only** be despatched to public or professional bodies, service authorities, universities/colleges or a prospective employer. (No charge is made if a certificate has not yet been issued for the current year.)

#### Statement of Results for a Candidate

AQA can also issue a statement of results to candidates for personal reference. **This is an official document and can be presented in place of a certificate.**

#### Replacement Certificate

AQA will not, under any circumstances, issue certificates where originals have been lost or mislaid or for those that have not been claimed.

Replacement requests for certificates that have been destroyed for instance by fire, theft or flood should be supported by documentary evidence such as an insurance claim, fire or police report.

### RECORDS HELD

AQA GUILDFORD	AQA MANCHESTER
<ul style="list-style-type: none"> <li>• AQA post Summer 2000 examinations for centres (schools/colleges) in the southern half of England and Northern Ireland.</li> </ul>	<ul style="list-style-type: none"> <li>• AQA post Summer 2000 examinations for centres (schools/colleges) in the Northern half of England, Wales, Scotland and overseas centres.</li> </ul>
<ul style="list-style-type: none"> <li>• Associated Examining Board (AEB)</li> </ul>	<ul style="list-style-type: none"> <li>• Associated Lancashire Schools Examinations Board (ALSEB)</li> </ul>
<ul style="list-style-type: none"> <li>• South Eastern Regional Examinations Board (SEREB)</li> </ul>	<ul style="list-style-type: none"> <li>• Joint Matriculation Board (JMB)</li> </ul>
<ul style="list-style-type: none"> <li>• Southern Examining Group (SEG)</li> </ul>	<ul style="list-style-type: none"> <li>• Northern Examinations and Assessment Board (NEAB)</li> </ul>
<ul style="list-style-type: none"> <li>• South West Regional Examinations Board (SWREB)</li> </ul>	<ul style="list-style-type: none"> <li>• Northern Examinations Association (NEA)</li> </ul>
	<ul style="list-style-type: none"> <li>• Northern Regional Examinations Board (NREB)</li> </ul>
	<ul style="list-style-type: none"> <li>• North West Regional Examinations Board (NWREB)</li> </ul>
	<ul style="list-style-type: none"> <li>• The West Yorkshire and Lindsey Regional Examinations Board (TWYLREB)</li> </ul>
	<ul style="list-style-type: none"> <li>• Yorkshire and Humberside Regional Examinations Board (YHREB)</li> </ul>

Please forward your completed form, together with the relevant enclosures, to the appropriate office:

AQA  
Examination Records (Guildford)  
Stag Hill House  
Guildford  
Surrey  
GU2 7XJ

or

AQA  
Examination Records (Manchester)  
Devas Street  
Manchester  
M15 6EX

# Notes on Completing the Application Form

## Section 1

Please make sure that all details are printed clearly and in block capitals. You should ensure that, if your name has changed since taking the examinations, both names are included on the form.

You should also give appropriate contact numbers should there be any queries relating to your application.

## Section 2

Please be as specific as possible in regard to the name of the centre and the years in which you sat the examinations. You should also quote centre and candidate numbers if known as this assists us in our search.

'Qualification type' refers to the level of the examination. For example A level, GCSE, Certificate of Achievement etc.

## Section 3

This section refers to confirmation of results to be sent to an educational establishment, professional body etc.

The address should include the contact name and designation of the person to whom this document should be directed and any relevant reference number that you may have been given.

## Section 4

If you are applying for a replacement certificate you should give a full explanation of the circumstances of the loss of the original certificate and enclose supporting evidence as directed on the cover of this form.

AQA reserves the right to refuse to issue a replacement certificate.

## Section 5

You are asked to supply a **photocopy** of some identification such as your birth certificate, driving licence or passport. If you have changed your name since taking the examinations, for example through marriage or by Deed Poll, please include supporting evidence such as your marriage certificate or Deed Poll document.

## Section 6

You should ensure that you have indicated clearly which service you are requesting and that you are enclosing the appropriate fee as detailed in the notes on the application form. An examination 'session' is any single Summer, Spring or Winter during which examinations were taken eg Summer 1980, Winter 2000 etc.

Confirmation of Results to Third Party are charged **per session/addressee/level/examination board**. Therefore, if you sat examinations in Summer 1990 and Summer 1991 and wished to have these results verified to two universities the total fee would be £64.60 (i.e. 4 x £16.15)

## Section 7

Please check and tick the appropriate boxes indicating the documentation that you have enclosed.

## Section 8

Please ensure that you have signed and dated your form. Unsigned forms will not be processed.

**You should allow 28 days for your application to be processed. Applications are dealt with in strict date order.**



## Confirmation of Results to a Third Party Statement of Results for a Candidate Replacement Certificate

Guidance notes for completing this form are provided opposite.

Please tick service requested:

- |  |                          |
|--|--------------------------|
| Confirmation of Results to a Third Party | <input type="checkbox"/> |
| Statement of Results for Candidate       | <input type="checkbox"/> |
| Replacement Certificate *                | <input type="checkbox"/> |

**\* AQA will only replace a certificate in the exceptional circumstances described on the cover of this application form.**

### PLEASE PRINT DETAILS

#### 1. CANDIDATE DETAILS

Current full name and title	
Full name at time of examination	
Date of Birth	
Current address including Post Code	
Daytime telephone number	
E-Mail address	

#### 2. EXAMINATION DETAILS

Qualification Type	Summer/ Winter	Year	Name and Address of School/College

**Please add the following information if known:**

Examination Board(s)	
Centre Number(s)	Candidate/Enrolment Number(s)
Certificate Title/Course (GNVQ only)	

**3. THIRD PARTY DETAILS FOR CONFIRMATION OF RESULTS**

Name, address and telephone number to which confirmation of results is to be sent.	

**4. REASON FOR APPLICATION FOR REPLACEMENT CERTIFICATE**

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**5. EVIDENCE OF IDENTITY (Please enclose a photocopy of one of the following):**

- Birth Certificate/Marriage Certificate
- (Please include both if name changed through marriage)
- Driving Licence
- Passport

**6 STATEMENT OF FEES**

Please send a crossed cheque or postal order made payable to AQA for the total amount.

Confirmation of Results to Third Party	<b>£16.15</b>	per session/per level/per addressee/per board
Statement of Results for Candidate	<b>£32.30</b>	per session/per level/per board
Replacement Certificate	<b>£32.30</b>	per session/per level/per board

**7 CHECKLIST**

Before returning this form to AQA please check that you have:

- Completed all sections of the form
- Enclosed a cheque or postal order for the correct amount
- Enclosed your proof of identification
- Enclosed appropriate evidence if applying for a replacement certificate

**8 DECLARATION**

I declare that the information given on this form is correct.	
Signature	Date

**FOR OFFICE USE ONLY**

Amount rec'd	Over-paid	Date	Initials	Refund Slip Done	Additional Money

<b>Additional Information (Office Use)</b>