WELSH JOINT EDUCATION COMMITTEE
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E-mail: exams@wjec.co.uk www.wjec.co.uk

WJEC
CBAC

CYD-BWYLLGOR ADDYSG CYMRU
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Post-e: exams@wjec.co.uk www.cbac.co.uk

Examinations Board / Bwrdd Arholi

☎ Direct / Uniongyrchol 029 20265056

Your reference / Eich cyfeirnod

Our reference / Ein cyfeirnod

Contact / Cysylltwch â
Sarah Walls

Date / Dyddiad

Dear Sir/Madam,

Thank you for your enquiry.

The WJEC is mindful of the fact that the loss of certificates can lead to severe difficulties for applicants for college or university places and for those seeking employment. We are therefore prepared to consider providing Certified Statements of Results where we are satisfied that the original certificate has been lost or destroyed.

Certified Statements are not issued automatically on request. To do so would endanger the integrity of the whole system of issuing examination results by certificate. In order for such provisions to be made, we require an account of the circumstances surrounding the loss of the original certificate so that full consideration can be given to the issue of the certifying statement.

Applicants can apply for:

Either

A Certifying Statement of Results (certificate) - This is an official certified WJEC statement of the results achieved by an examination candidate for each session requested - please allow at least ten working days for completion.

Or

A Letter of Confirmation - WJEC will provide written confirmation of a candidate's results direct to any Employer, Educational Institution or Professional Body. **Please note that letters of confirmation cannot be sent to candidates, nor can they be addressed "to whom it may concern".** A specific individual within a specific organisation must be nominated.

The fee payable for these services are indicated on the enclosed application form. If you wish to apply for either a Certifying Statement or for a Letter of Confirmation, please complete the form and return it to this office together with the appropriate fee. All cheques, postal orders and money orders should be addressed to the Welsh Joint Education Committee, **on no account should cash be forwarded**. Payment can also be made by credit card.

Yours faithfully,

DEREC STOCKLEY
Director of Examinations

WELSH JOINT EDUCATION COMMITTEE CYD-BWYLLGOR ADDYSG CYMRU

APPLICATION FOR CERTIFYING STATEMENT OF RESULTS OR LETTER OF CONFIRMATION

1. YOUR PERSONAL DETAILS

FULL NAME (Mr/Mrs/Ms/Miss) ……..

DATE OF BIRTH …….

FULL NAME AT TIME OF EXAMINATION, if different from above:

……

PRESENT ADDRESS ……

……POST CODE…….

Contact number in case of query: Daytime telephone no. ……

Fax ……. E-mail……..

2. DETAILS OF EXAMINATIONS TAKEN

Please ensure that only **WJEC** examinations are listed. For examinations taken with other boards you will need to apply directly to the board concerned – please contact the school or college where you sat the examinations for details.

NAME AND ADDRESS OF SCHOOL OR COLLEGE	YEAR OF EXAMINATION	SUMMER/ AUTUMN	LEVEL A, O, CSE, GCSE, COE/A	SUBJECT	GRADE

3. LOSS OF ORIGINAL CERTIFICATE

Please give an account of the circumstances surrounding the loss of your original certificate.

……
……
……

Turn over…

4. APPLICANTS FOR LETTERS OF CONFIRMATION ONLY

Name and address of Employer, Education Institution or Professional Body to which letter(s) of confirmation should be sent. (N.B. a separate fee is payable for each address)

1. _____

_____

_____

2. _____

_____

_____

5. PAYMENT DETAILS – A fee is charged to cover administration costs and postage.

(a) **Certifying Statement of Results (certificate) :** A separate statement will be issued for a Summer and/or Autumn examination session in each year – i.e. if all your examinations were sat in one session (e.g. Summer 1987), then all your results will be included on one statement, even if you sat examinations at more than one level (O Level, CSE etc.) If you also sat examinations in the Autumn session of the same year then a second statement will be issued. Further statements will be issued in respect of examinations taken at any subsequent Summer or Autumn session.

The fee payable is **£20** where only one statement is required, and a **maximum** of **£30** where two or more statements are required.

(b) **Letter of Confirmation: £15** per letter. (Sent only to an official party, not to applicant)

6. SERVICE REQUIRED (please tick appropriate box)

Certifying Statement of Results ☐ **Letter of Confirmation** ☐

7. METHOD OF PAYMENT

I am paying by (please tick appropriate box) Cheque ☐ Postal Order ☐ Credit Card ☐

Cheques and Postal Orders must be crossed and made payable to: WELSH JOINT EDUCATION COMMITTEE.
Address: FAO Sarah Walls, Welsh Joint Education Committee, 245 Western Avenue, Cardiff CF5 2YX

I enclose a remittance of £……..

Credit Card details (Mastercard/Visa/Switch)

Number | | | | | | | | | | | | | | | | | | | | | | |

Issue No. (If Switch/Maestro) | | |

Expiry Date: - - - / - - - **Signature:** .....

Valid From: - - - / - - - (If applicable)

Amount……
Name on Credit Card if different from the Candidate's:

Important Notes

Please ensure that you have read and understood all the details on this form before returning it to the office. Please also ensure that you have enclosed the correct fee. A large number of applications received have to be returned to the applicant because the fees submitted are incorrect. If you are in any doubt about the fee to be submitted please telephone the office (029) 20265056 for advice.

WJEC will make every effort to locate your result. If however, we are unable to do so (e.g. because they were sat with another board) then 50% of the fees submitted will be returned.

Signed:……. Date:……..