



## Obtaining confirmation of examination results or transcripts:

If we can assist with recent examination results or transcripts please contact the Exams Office by email at [ExamsOffice@haileybury.com](mailto:ExamsOffice@haileybury.com)

- Requests should be received in writing (electronically or by post) from former pupils stating the required year of examinations or transcripts
- Statements of results or transcripts will be provided as a PDF

**In order to verify a former pupil's identity** the following information must be provided before information is released:

1. a scanned copy of the former pupil's passport showing:  
**full name, date of birth, photograph**
2. confirmation of last home address when a pupil
3. confirmation of House when a pupil

In addition the former pupil must confirm that they are happy to receive personal information (i.e. the results or transcripts) via email (as email is not considered a secure method of sending personal information).

For results prior to **1993** please contact the **Haileybury Honorary Archivist, Mr Toby Parker**, [t.parker@haileybury.com](mailto:t.parker@haileybury.com) confirming your request in writing with the year you took your examinations and providing items 1 to 3 above. Requests may take up to 28 days to process.

### **Replacement Examination Certificates**

If you have mislaid your public examination certificates or require a certifying statement please contact the relevant examination board/s. A certifying statement will be accepted by universities and other institutions as proof of your examination results. Please note we do not hold copies of public examination certificates.



- **International Baccalaureate – our centre number is 001122**

<http://www.ibo.org/programmes/diploma-programme/assessment-and-exams/requesting-transcripts/>

- **I/GCSE and GCE - our centre number is 17235**

These are the examination boards we currently use for I/GCSE and GCE:

- **AQA** <http://www.aqa.org.uk/help-and-contacts/past-results>
- **CIE** <http://www.cie.org.uk/cambridge-for/parents-and-students/exams-and-results/lost-certificates/>
- **OCR** <http://www.ocr.org.uk/ocr-for/learners-and-parents/lost-or-incorrect-certificates/>
- **Pearson/Edexcel**  
<http://qualifications.pearson.com/en/support/Services/replacement-certificates.html>
- **WJEC**  
<https://www.wjec.co.uk/students/certificates/1500.pdf>

Over the past twenty years a number of examination boards have merged. If you are not sure which board/s you took your examinations with or how to contact them please see the document produced by Ofqual at <http://www.ofqual.gov.uk/help-and-support/94-articles/264-getting-copies-of-exam-certificates>. This shows how examination boards merged to form the current awarding bodies.

If you cannot remember which board/s you took your examinations with you can contact the various awarding bodies to see if they have a record of you achieving a qualification with them. Please note that there is generally a charge for issuing confirmation of qualifications and you will need to be able to prove that you are the certificate holder.