

## OBTAINING CONFIRMATION OF EXAMINATION RESULTS

If we can assist with recent examination results please contact the Exams Office by email at:

[ExamsOffice@haileybury.com](mailto:ExamsOffice@haileybury.com) confirming your request with the year you took your examinations. Please provide photographic identification (a copy of your driver's licence or passport).

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 with the year you took your examinations. Please provide photographic identification (a copy of your driver's licence or passport). 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>

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 still 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. If they cannot find a record of your qualification with them and therefore cannot issue confirmation they will not make any charge. 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.