



TREVIGLAS
A C A D E M Y

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Important notice regarding collection of certificates

Uncollected certificates will be securely destroyed after one year in line with JCQ guidelines.

It is very important that you collect your certificates within a year of achieving your results as these are essential documents that evidence your academic achievements, often required when applying for jobs and further education settings. Some places will not accept a statement of results alone.

Certificates are sent by the exam boards in the new academic year following summer exams and should arrive no later than the end of November each year. There will be an official awards ceremony, after which any remaining certificates can be collected from the school reception.

If you are unable to collect the certificates in person, you may nominate someone on your behalf which must be requested in writing and emailed to exams@treviglas.cornwall.sch.uk

Anyone collecting certificates on your behalf must also bring photo ID with them as these are legal documents. **Without this we will be unable to issue your certificates.**

Lost/Replacement certificates

Please keep your certificates in a safe place. If lost, they can only be replaced by the exam boards and you will need to contact them directly. Replacement certificates currently cost between £48 and £65 per certificate.

[AQA](#)

[OCR](#)

[Pearson](#)

[WJEC](#)



Statement of Results request

If you would like a statement of results from the school, please contact the exams office via email exams@treviglas,cornwall.sch.uk stating your full name, date of birth and the year in which you sat your exams.

Unfortunately, we do not hold school/exam records over 10 years old due to General Data Protection Regulation (GDPR) so you would need to contact the exam boards directly.

If you have any further queries, please do not hesitate to contact me in the exams office.

Kind Regards

Corinna Langford
Exams Officer