Exam Results & Certificates

Results Days

GCSE Results – Thursday 19th August 2027 (Further details regarding times/arrangements etc to be announced later)

If you cannot get into school to collect your results you have the following options:

- **Authorise someone to collect on your behalf:**
  Please email melissa.darwent@swintonacademy.org from your school account with a letter naming the person you authorise to collect your results, this can be a friend, relative, neighbour etc. On results day the nominated person MUST bring a form of ID to confirm who they are. Results will not be given out without your written consent.

- Collect later:
  Collect from reception when school re-opens in September. You should either ring (01709 570586) or email (melissa.darwent@swintonacademy.org) before hand to advise when you are intending to collect your results so we can ensure that they are ready for you.

  Please note that results cannot be given out via telephone or email.

Exam Certificates

Certificates for Year 11 and Year 13 leavers are usually received into school in November. Details of the exact date and arrangements for collection will be sent out in due course.

All certificates must be signed for on collection.

Should you be unable to attend school to collect your certificates on the specified collection date, they can also be collected from Reception at a later date. Please do call ahead (01709 570586) and ask to speak to our exams officer or email (melissa.darwent@swintonacademy.org) so that we can retrieve your certificates from our secure storage facility.

A third party can be nominated to collect certificates on a candidate's behalf. For us to release certificates to a third party, we require:

- A Letter, stating that the candidate authorises the school to release certificates to the third party with their name, signed by the candidate. (verbal or text/email messages are not acceptable)
- Identification provided by the third party when they collect the certificates.

We will not release certificates to anyone without the relevant paperwork/ID.

Replacement Certificates

As per the guidelines from awarding bodies, we are only obliged to retain certificates for 12 months from the date of issue. After this, certificates will either be destroyed or returned to the issuing awarding body. It is therefore good practice to ensure that all certificates are collected within this timescale. However, we do have a small number of certificates in our archive area.

This does not guarantee in any way that all uncollected certificates are available. Please contact us to enquire further.

Once a candidate or third party has signed for certificates, their safekeeping is the responsibility of the candidate not the centre. All documents relating to certificate collection are kept indefinitely, as proof of collection.

If candidates need another certificate for any reason, then it is their responsibility to contact the relevant awarding bodies to request a replacement. Centres cannot apply on behalf of a candidate. Certificates are not always replaceable; however, a results statement may be available.

Each awarding body has its own procedure regarding replacement certificates. Please see the links below for the awarding bodies:

AQA - https://www.aqa.org.uk/contact-us/past-results-and-lost-certificates

WJEC - https://www.wjec.co.uk/home/student-support/replacement-exam-certificates/

OCR - https://www.ocr.org.uk/students/replacement-certificates/

PEARSON - https://qualifications.pearson.com/en/support/Services/certificate-services/replacement-documents.html

Please be aware that there is a fee payable by the candidate for each replacement certificate. This fee can vary by awarding body.