# Very late request for subject awards

Only use this form 4 weeks after the publication of results for each current series or for any historical subject award claims. Please note that requests cannot be processed without the return of any certificate already issued in the series in which you wish to claim an award.

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| **Centre number** |  |  |  |  |  | **Centre name** |  |  |  |  |  |  |  |

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| **Year** |  |  **Series** | (please tick as appropriate) | **November** |  | **January** |  | **March** |  | **June** |  |

Before completing this form, please refer to the notes overleaf. **\*** Please see over for note about GCSE

**Please use separate forms for Modular A-level, Functional Skills, Applied Generals and AQA Certificates**

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| **Candidate number** | **Unique Candidate Identifier (UCI)** | **Student name** | **Previous centre**(where applicable) | **Subjectcode** | **Level**(eg AS) | **Award title**(eg Applied Science) |
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Please be aware that failure to provide the correct information will **delay** students’ results. Your form can be sent using one of the methods detailed overleaf.

*I request very late awards for the students specified above. I understand that relevant fees will be charged in line with the current fees booklet*.

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| **Signed** | Head of centre / Exams Officer | **Telephone** |  | **Date** |  |

Very late request for subject awards

**Notes**

**Important information**

* All requests for a historical subject award(s) must be made using this form or any awards claimed in a current series but 4 weeks after the publication of the results

November exams series

January exams series

March exams series

June exams series

* Please note, a very late award fee will be charged per student per subject award entry as detailed in the ‘Entry fees and other charges’ booklet available on our website.
* Where students have taken units at a different school or college, please supply the previous centre number in the space provided next to the student’s name.

**It is not possible to claim very late awards for linear GCSE, AS, A-Level and Functional Skills (excluding English)**

This form should be emailed or posted to AQA at the address given below:

Entries & Results

AQA

Devas Street
MANCHESTER

M15 6EX

Email: verylateawards@aqa.org.uk