

Application for past exam results

Guidance notes

Section 1 - Personal details and identity documentation

Personal details

Current full name and title: the name and title you are currently known by.

Your full name at time of exam: the name by which you were entered for the exam(s) by your school or college. If this is different to how you are currently known you will need to provide id showing each name.

Date of birth: enter in the format of day/month/year (dd/mm/yyyy)

Contact email address: we may contact you via this address if we have any further queries on your application.

Contact telephone number: where you can be contacted between 9am and 5pm.

Proof of identity

We are unable to release any exam records that we may hold for you without appropriate proof of ID in adherence with the General Data Protection Regulations (GDPR) and security reasons.

Please place a tick in the appropriate box, to indicate which document(s) you are providing.

You need to provide a copy of your official ID with your application showing your full name and date of birth, for example a birth certificate, a valid passport or ID card, or driving licence.

You must prove your name at the time of sitting the exams.

- If your name has changed since you took your exams, you must also send a copy of documentary evidence of this, for example: a marriage certificate (decree absolute if you are divorced) or change of name deed (deed poll).
- For transgender cases, please contact records@aqa.org.uk for further advice.
- If you have been entered by your school/college under a different name from your legal name, you must send proof of this, for example an official letter (on a letter head) from your school/college or from an official body (e.g. GP or solicitor) confirming your identity linking the two names.
- If your personal details are incorrect, e.g. spelling of your name or your date of birth on your original certificate, you must provide us with a copy of your birth certificate. We will amend the original certificate to show your name and date of birth as it appears on your birth certificate.

Section 2 – Services and delivery

If you have lost your original certificate, you can request a Statement of Results. This is a certified document which we provide in place of your original certificate. It is on certificate paper and has the official AQA hologram. It shows all subjects and pass grades attained by you as they would have appeared on your original certificate.

If a university, employer or verification company requires confirmation of your results, you can request a Confirmation Letter to a third party. This is an AQA headed document containing your results and is accepted by the majority of third parties including universities and employers.

Please select the service you require. If you require a Statement of Results and a Confirmation Letter please tick each box and provide the delivery address(es).

Royal Mail First Class: This is no additional charge for this delivery service. We are unable to guarantee how long it will take for you, or a third party, to receive the delivery. We recommend that you check with your local Post Office for delivery times.

DHL (overseas only): The DHL courier service is for overseas addresses only and incurs an additional fee of £20 per address. Please provide the full name and address of the recipient(s) and their contact telephone number.

Documents are sent in a hard-backed envelope and may not fit in some letter boxes.

Schools/Colleges

Applications submitted by schools/colleges on behalf of individual students, must display the organisation's official logo. Details of student name, candidate number, exam series and level are also required.

Deed polls

We can only amend certificates where the name change has taken place prior to the close of entries in the year the exam was taken. For more information please visit deedpoll.org.uk

Replacement certificates

These are provided at management discretion and only in exceptional circumstances such as fire, flood, or theft with regards to the original certificate. You will be required to provide an insurance /crime number in these instances.

We may also replace certificates for the following reasons:

- Name errors
- Date of birth errors
- Grade errors

Transgender cases and name errors may also qualify for a replacement certificates. Email records@aqa.org.uk for further information before applying.

Section 3 – Exam details

We may not hold all your results and you may need to apply to another exam board. If you are not sure which exam board you took your exams with please visit the *Check who may hold your results* pages of our website. You could contact the school or college where you took your exams or contact an old school friend to see if they still have their original certificates, which will show the name of the exam board.

Year and series of exam: We need the year and series you took your exam e.g. Summer 1995. It's important to be specific here as more detail helps to speed up our search for your results. We are only able to search for the information provided. Your school/college may be able to provide you with missing information.

Centre number/candidate number: Please leave this section blank if you do not know either of these numbers. Your school/college may be able to provide this information. Many schools and colleges share the same name or are have a variety of sites, for this reason we require the address of the school. Please inform us of any name changes you may know of. We do not expect people to remember the centre or candidate number, but if you do, then please include it. You can also help us by including any available documentary evidence of your results (e.g. results slips provided on results day).

Name and address of school/college: Please include as much detail as possible to enable us to locate your school/college. The full name, name of street/road and location/town at the time you took your exams.

Qualification type: Please provide the type of qualification you took your exam(s) in, e.g. GCSE, A Level.

Further Information

GCSEs began in 1988: Anything before this year was O-Level or CSE for general exams. If you put GCSE for exams before 1988 we may only be able to search for O-Levels (see below re: CSE).

If requesting O or A-Levels please indicate O-Level or A-Level, do not put GCE as this was relevant to both exam types.

1965-1987 CSE: check the region list on our website (<http://www.aqa.org.uk/contact-us/past-results-and-lost-certificates/cse-exams-taken-1965-1987>) as we might not hold entries for the area your school was in. There are some exceptions where schools were on a county border, if this is the case please apply to us and the board listed next to the area your school was in.

If you took your exams as an external or private candidate please indicate this on the application as these results are sometimes held separately.

There are other exam boards that also hold the same exam types as we do, they also hold exam types we don't have, e.g. BTEC, HND, City and Guilds. Please carefully check the list here to aid your application to the correct board (<http://www.aqa.org.uk/contact-us/past-results-and-lost-certificates/non-cse-exams>). We do not hold University Degrees; these are with the university you studied at.

Some of the other exam types we have are: Basic Test, UET(ESOL), M-Level (and other AEB South African results) and Royal Navy results. If you are in doubt please check the list 'Other awarding organisations your records may be with' as we are not responsible for errors made by an applicant.

Section 4 – How to pay

Each application is subject to a fee of £43.

Fees and application forms are revised annually and we cannot accept previous versions of the application form. If we receive an earlier version of the application form, we will return it to you and request that you complete the current form which is 2018 version 1.2.

We cannot take payment by card or by using your bank details. Please transfer the fee via a bank transfer or your online banking.

The Payment Reference should be the name of the applicant with the following prefix in this format "REC SURNAME FORENAME". Please provide the date that payment was made.

Please provide your bank account number and sort code, for example:

12345678 and 01-02-03

If you are paying from outside of the UK, you will need the IBAN and BIC numbers to make your payment:

IBAN: GB18NWBK60095026165570

BIC: NWBKGB2L

Please also include a copy of the transaction receipt.

We will contact you if we are unable to match your payment on our system.

Section 5 – Sending your application and ID to us

Completed application forms and ID can be sent by email to results@aqa.org.uk or by post to:

AQA Results

Devas Street

Manchester

M15 6EX