

Certificates / Presentation Evening

Some students will receive more than one certificate from different examination boards. Students must check that all the information is correct, particularly the spelling of names. If there is a problem, the certificate must be returned in person to the exams office, the certificate(s) will then be returned to the exam board for corrections to be made for a fee of £42.00. This process will take up to 4 weeks. Students will be notified when the new certificate is available for collection.

Collecting certificates after presentation evening

For students unable to collect their certificates on presentation evening, November 2016 at 7.00pm. they will be available from Werneth reception from the following day, during normal school hours. Certificates will only be issued to a parent or guardian on presentation of written authorisation (from the student).

Keep certificates safe

Once certificates have been collected, they must be kept in a safe place as they cannot be replaced, the Exam Boards will only supply a certifying statement of results at a cost of £42 each.

Certificates will be required as proof of you qualifications by colleges and / or employers when applying for courses or employment.

Retention of Certificate

Unclaimed certificates will be kept under secure conditions for a period of twelve months from the date of issue. They can then be destroyed.