

Functional Skills: What to do if you don't have copies of old exam certificates

Can I apply for copies of my old certificates?

Copies of 'original' certificates are only available if they have been damaged or defaced, and only for exams taken in or after 2001. You must return your original certificate when you apply for a replacement

I've lost my certificates; how can I evidence my qualifications?

If you have lost your certificates you can apply for a 'Certified Statement of Results', which is an official document that lists the subjects you took, the year they were taken, and the grades you achieved.

You won't be able to get your results by phone or email due to Data Protection and security reasons

How to apply for a Certified Statement of Results

1. You need to state which exams you took, the exam board that issued the original certificate, and the year you took the exams.
2. Provide a photocopy or scan of proof of identity (if your name has changed since you took your exams, you'll need to provide birth and marriage certificates).
3. Make the required payment (the cost can vary depending on the exam board, so check the details on the awarding body's website).
4. Complete the application form enclosing all relevant documentation. It can take up to four weeks to process applications, so bear this in mind if you have a deadline to meet.

Which exam board do you need to apply to?

There are five examination boards in England, Wales, and Northern Ireland:

- [AQA \(Assessment and Qualifications Alliance\)](#)
- [CCEA \(Council for the Curriculum, Examinations and Assessment\)](#)
- [Pearson Edexcel](#)
- [OCR \(Oxford, Cambridge and RSA Exams\)](#)
- [WJEC \(Welsh Joint Examinations Committee\)](#)

For Scottish qualifications, [contact the SQA \(Scottish Qualifications Authority\)](#).

If you don't know which exam board awarded your qualifications, you could:

- contact your school where you took the exams, tell them the year you left school, and what subjects you took. They will be able to check which awarding bodies were used
- ask any old school friends you're still in contact with if they still have their certificates, as the awarding body information will be details on those

Unfortunately, the exam boards can't confirm whether they hold your results before you apply and make payment, therefore you should be sure who awarded your qualification before applying.

If your old exam board no longer exists

You can check which board to contact for a replacement certificate or certified statement of results if your old board no longer exists [HERE](#)