

CERTIFICATES FOR ACADEMIC YEAR 2023-24

Certificates will be available at a Certificate Presentation Evening for qualifications achieved in the previous academic year of 2023-24 (November to June).

This will take place in December at the Academy. Further details will be sent out nearer the time.

It is your responsibility to collect your certificates.

It is important that you keep your certificates in a safe place, as you should be aware that if you lose them or require duplicates, each Exam Board charges a fee. Not all Exam Boards issue replacement certificates and may only provide a letter confirming your marks/grades or certifying statement of results. New College does not keep copies of your certificates.

Nominating Someone Else To Collect Your Certificates

You are required to sign to confirm that you have received your certificates and that they are correct. If you are unable to collect them, you will need to give authority for someone else to collect and check them on your behalf. This may be a letter addressed to the Exams Officer or an email to WFA-exams@nclt.ac.uk. The letter/email should state your full name, date of birth, the subjects/levels achieved, contact number and the name of the person who will collect them. The person collecting them must show some form of self-identification (photo ID).

Posting Certificates

We can send your certificates via recorded delivery as a last resort. To do so, send a letter to the Exams Officer at the academy or email WFA-exams@nclt.ac.uk with the following details: your full name, date of birth, address whilst you were at school, address where you want the certificates to be posted to and a contact telephone number.

You will need to pay a fee to cover postage and administration (£7.50 UK, £10 Europe, £15 rest of world – all non-refundable). You will be advised how to pay this fee when you make the request for your certificates to be sent.

Uncollected Certificates

We strongly advise all students to collect their certificates, as we are only required to keep certificates for twelve months from issue. After this time we cannot guarantee that certificates will still be available. Certificates would then have to be replaced/re-issued by a student's direct application to the applicable Exam Boards at a substantial fee (approximately £45.00 each).

Replacing Lost Certificates

If you lose an examination certificate and need to replace it, Exam Boards have information on how to do this on their websites. In some cases they will provide a certifying statement rather than a certificate, but in either case a fee is payable to provide the replacement.