



November 2024

Ref: Exams/L002/dssnb

Dear Student

**Re: Collection of June 2024 Exam Certificates**

Please find enclosed your exam certificates.

**You must keep them in a safe place** as you will need these to prove you achieved these qualifications when applying for jobs or Further/Higher Education in the future.

If you do misplace them, then you will need to contact each of the Awarding Bodies by applying online. They will only provide an official document to replace your original certificate if it has been lost or misplaced. You will need to apply to each of the Awarding Bodies with whom you sat your exams; the cost for replacement certificates varies but the current estimated cost is £40 (each). School is unable to provide another copy of your certificates, only proof of grades achieved.

Do check the enclosed certificates carefully and, if you think any information is wrong, then please contact the Exams Department at school by email [exams@wellington.trafford.sch.uk](mailto:exams@wellington.trafford.sch.uk).

You were asked to check your Statement of Entry of Exams for June 24 and report back any issues with names, spelling and date of birth at that time. If this was not done, then any changes to your certificates may incur a charge.

With all our good wishes for your future.

Kind regards

**Mrs D Shields**  
**Exams Officer**  
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