



## Important Information—replacing lost certificates

Your ITT provider will need to verify your original certificates in order to be compliant with statutory regulations.

### GCSE:

If you have lost your original exam certificate, you will need to contact the exam board to get a replacement copy. For O level, CSE, GCSE or A level, the exam board will not send a replacement certificate but will send a 'certified statement of results' instead.

**Please Note;** A 'provisional' statement of results cannot be accepted - this is not compliant with statutory guidance. Check with your school or college if you are not sure which exam board holds your results.

**Note:** You may need to prove your identity and pay a fee. **The replacement can take up to four weeks to arrive.**

### Exam boards;

The 5 boards in England, Wales and Northern Ireland are:

[Assessment and Qualifications Alliance \(AQA\)](#)

[Council for Curriculum and Examinations Assessment \(CCEA\)](#)

[Pearson Edexcel](#)

[Oxford, Cambridge and RSA Exams \(OCR\)](#)

[Welsh Joint Examinations Committee \(WJEC\)](#)

Contact the [Scottish Qualifications Authority \(SQA\)](#) for replacement certificates for Scottish qualifications.

Find out which exam board you should contact [via the gov.uk website](#) if your old exam board no longer exists.

### Degree:

The University you studied with will provide you with one original degree certificate upon graduation. Duplicate originals are not permitted but you can obtain certified copies or order a True Copy. You can obtain ONE true copy of your degree certificate. You will need to pay a fee to the University when arranging replacement.

To meet the full conditions of entry to our teacher training programme you will need to provide a confirmed 'Statement of results' or an original certificate.

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## Equivalency

If you do not possess the statutory GCSE qualification required for Initial Teacher Training, you may be recommended to either resit your GCSE at one of your local colleges or schools, or complete a **GCSE equivalency test** as an acceptable alternative.

Recommended providers of equivalency tests include:

[Equivalency Testing](#)

[A Star Equivalency](#)

Please use these links for more information about the tests available and booking them.

**Please Note:** As the GCSE must be verified before starting the programme, we recommend you sit these exams/equivalency tests as soon as possible.

If you have any question regarding your application, please contact us:

Email: [mbradshaw@prioryacademies.co.uk](mailto:mbradshaw@prioryacademies.co.uk)

**PLEASE NOTE:** It is the trainees responsibility to pay the fees of any equivalency test and/or replacement certificates.