

# RESULTS SLIPS AND CERTIFICATES 2021/22

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Oxford International AQA Examinations

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v1.0

# RESULTS SLIPS AND CERTIFICATES

Information for Exams Officers on what students receive and when.

## RESULTS SLIPS

On student results day, students receive a printed results slip from you (also known as a candidate statement of provisional results).

The results slip shows provisional results to allow time for enquiries about results (eg reviews), late award claims and any results that are still pending.

## CERTIFICATES

We send certificates to schools approximately eight weeks after results day, showing final, confirmed results.

Check that you have received all the expected certificates. Give them to students without delay (using secure post if sending by mail), and keep a record of what has been issued. Any unclaimed certificates must be stored securely for at least 12 months, then either destroyed confidentially or sent back to us.

Exam series	When you will receive certificates by
May / June 2021	07 November 2021
November 2021	22 April 2022
January 2022	31 May 2022
May / June 2021	07 November 2022

## EARLY CERTIFICATES

Fill in our *Request for early dispatch of certificates* form, which you will find on the **exams administration** page of our website. Use this form if all of your students need their certificates early, for example for an awards ceremony.

## MISSING CERTIFICATES

If a certificate is missing, check that you have entered an award code for the student. Information on entry and award codes, late awards and very late awards can be found on the **exams administration** page of our website.

If that does not seem to be the reason for the missing certificate, please contact us via the **contact form** on the **exams admin** page of our website.

## CORRECT A CERTIFICATE

If a student's grade has changed since the certificate was printed, you can get a corrected version for free if you send back the original certificate. For all other changes there is a fee of £43 per student.

When returning certificates to us please make sure you:

- use a secure, trackable method of postage
- keep a record of the tracking number(s) – we may ask for this
- include a letter on headed paper explaining the changes required

Send the certificates and the letter explaining the changes required to:

AQA Results  
Devas Street  
Manchester  
M15 6EX

We will send the corrected certificate within 20 working days.

## EXPLANATION OF RESULTS ON YOUR CERTIFICATE

### EXPLANATION OF THE SYMBOLS

The following symbols may feature on your certificate:

- + The student was exempt from part of the qualification.
- # The student was absent from one (or more) of the assessments in this qualification and was awarded zero marks for it.

## CONDITIONS OF ISSUE

This certificate is and remains the property of OxfordAQA at all times and is issued on the following conditions:

- a Any alteration to this certificate makes it invalid
- b This certificate must be returned to AQA on request
- c Students whose level of achievement is below the minimum judged by OxfordAQA will receive an UNCLASSIFIED (U(u)) result. U grades do not appear on a certificate.

Use of an altered certificate could constitute a criminal offence.

If there is any doubt about the details recorded on the certificate, please contact us via the **contact form** on the **exams admin** page of our website.

# GET HELP AND SUPPORT

Visit our website for information, guidance, support and resources at [oxfordaqaexams.org.uk](https://oxfordaqaexams.org.uk)



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