

# Exam Certificates

Former Pupils often contact the College, sometimes many years after they have left, because they have been asked to produce their exam certificates (for higher education applications, job interviews etc) and they then realise they cannot find them!

**In many cases it transpires that the individual never collected their certificates from the College and they are still here.** Currently we have some certificates going back to the early 2000s: if you think we still have your son/daughters' certificates, please contact us - but only after you have looked for them at home first! 😊

College policy has always been that former pupils must collect their certificates from the Rolls and Records Office (Admin Dept), usually in the Christmas term after they leave school. The exception to this was pupils who were here as boarders and whose permanent residence was not in Northern Ireland.

Please note, it is the **pupil's responsibility to collect exam certificates**, which must be signed for so that the College has a record of the certificates being collected.

If a former pupil no longer lives locally, he/she can nominate a relative or friend to come in and sign for the certificates: just let us know beforehand so that we can check they are here/ have them ready.

Certificates will only be posted out in exceptional circumstances and the College will not take any responsibility for certificates that are lost in transit.

If a former pupil has lost their certificates, the College cannot replace them and does not have copies. They will need to contact the relevant exam boards to order replacement certificates.