

Application for past exam results

Important information – please read before continuing

- All applications are subject to a fee of £43
- No refunds will be issued. This fee covers the search and administration involved in reproducing your documentation.
- Results cannot be confirmed via phone, email or fax.
- Your results may not be held by AQA; ensure you have checked the 'who holds my records?' section on our website. Refunds will not be issued if the requested results are not held by AQA.
- High demand dictates an average turnaround of 28 working days (not inclusive of bank holidays) During peak periods, this may be exceeded so please complete your application as early as possible
- We do not offer a fast-track or priority service and process applications in strict date order
- Incomplete/inaccurate applications may be returned and will cause a significant delay in processing. Please, for this reason, ensure all relevant sections are completed.
- Please ensure you include photocopies of relevant ID. Two (or more) types of ID will be needed if your name has changed from the time of sitting your exams. AQA will not be held responsible for original documents.
- If completing the form by hand, please use BLOCK CAPITALS and black ink.
- For help on how to fill out your application, please refer to the corresponding section in the [guidance notes](#) on our website. If you are requesting results for exams taken prior to 1996 please refer to section 3 of the guidance notes with care.
- Your application is processed in compliance with the Data Protection Act (1998) and as such you are required to read and agree to the declaration below for your application to be processed.

Declaration.

By submitting this form and providing the proof of identity required, you confirm that you have the right under the Data Protection Act to request this information and that you consent to its disclosure by AQA as requested on this form. You also confirm that the information on this form is correct to the best of your knowledge.

I have read and agree to all the above information

☐

1. Personal details & identification

Full name at the time of exam

Current full name if different to above (additional ID will be required – see below):

Date of birth:

__	/	__	/	__	__	__	__
d d		m m		y y	y y		

Telephone number:

Email address:

ID is required for your name at the time of the exam, your date of birth, and evidence of any name changes if applicable. Missing or expired identification will result in a significant delay in the processing of your application. AQA will not be responsible for any original documents; you are required to include photocopies only.

You must include a photocopy of one of the following, please tick which you have enclosed:

Birth Certificate ☐ Current Driving Licence ☐ Current Passport ☐

If your name has changed since the time of your exams, you must also include one or more of the following:

Marriage Certificate ☐ Decree Absolute (see below) ☐ ... Deed Poll ☐

If providing a decree absolute, a birth certificate is also required.

2. Service & delivery

Please select which documents you require and tell us where you would like them to be delivered:

☐ Official Certified Statement of Results (used to replace a lost certificate)

Delivered to (include postcode):

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☐ Confirmation of results to a third party (e.g. employer or university)

Delivered to (include name of employer or university and postcode):

For third parties, we also require the following:

Reference number, if applicable:

Third party contact number (DHL only):

How would you like us to send your documents?

☐ Royal Mail / Airmail – no additional fee

☐ DHL (overseas only; recommended)
Additional fee of £20 per address

3. Your exam details

Please be as specific as possible – this will help to increase the speed of our search

Searches will only be made for the requested information; AQA will not be responsible for any omissions made below.

	Full name & address of school or college at time of exam	Centre number & candidate number	Year & series of exam	Qualification Type	Subject(s) required
EXAMPLE	St. Ambrose College Wicker Lane Cheshire WA15 0HE	33619	Summer 2001 Winter 1987	GCSE O Level	English Literature English Language Maths

Please enter exams sat in the same calendar year on the same line.
For exams taken prior to 1996 refer to Section 3 of the guidance notes for further information.

4. How to pay

Fees are non-refundable. They are charged to cover the costs of performing a search in either our paper-based or digital archives which can be a lengthy process. We accept payments through a bank transfer for this service. This can either be done in your bank's local branch, or if you have telephone/online banking facilities.

The fee is £43 plus an additional £20 for each DHL delivery if required.

Please transfer this payment into the following account:

Beneficiary	Sort Code	Account Number
AQA	60 09 50	26165570

Paying from outside of the UK?

IBAN	BIC
GB18NWBK60095026165570	NWBKGB2L

To help us locate your payment so we can begin to process your application, please provide the following details:

Your payment reference Please use REC followed by your SURNAME then FORENAME (e.g. REC HUDSON LESLEY)	
Date payment has been sent	
Your sort code	
Your account number	

We do not take the payment ourselves. This must be sent via an online payment or bank transfer.

5. Final checks & submitting your application

Have you...

Provided accurate ID,
accounting for any name changes?

☐

Paid through a bank transfer or your online banking

☐

Please send your completed application form to:

AQA Records Department
Devas St
Manchester
M15 6EX

or via email to: records@aqa.org.uk

Once we have received your application, you will receive an acknowledgement email.