

## **Application for past exam results**

Important information - please read before continuing.

- We can only confirm results by email
- We aim to process all applications within 10 days
- Please ensure that you include scanned or photocopied documents of the requested identity documentation (ID). Two or more types of ID will be needed if your name has changed since exams. We will not be held responsible for any original documents that are provided to us.
- 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 for your application to be processed
- We are only able to search for results held on our management information system.

<b>Declaration:</b>
By submitting this form, you confirm that you have the right under the Data Protection Act (1998) to request this information and that you consent to its disclosure by John O'Gaunt School as requested on this form.
You confirm that the information on this form is correct to the best of your knowledge. You hereby agree to indemnify John O'Gaunt School against any costs, damages, penalties or fines which may arise from the above confirmations being inaccurate or untrue.
<b>I have read and agree to all the information in this document:</b>
<b>Signed:</b>
<b>Date:</b>

Please send all requests to Mrs H Robinson, Examinations Officer at [hrobinson@johnogaunt.excalibur.org.uk](mailto:hrobinson@johnogaunt.excalibur.org.uk)

### Personal Details and identity documentation (ID)

- You must provide a copy of your ID which shows your current name and date of birth
- If your name has changed since your exams you must also provide documentary evidence
- Missing or experience ID may delay your application
- Please only submit copies of your ID- we will not be responsible for any original documents.
- All ID must be in English

<b>Current Full Name:</b>
You must submit a copy of one of the following identity documents with your completed application. Please tick the relevant box to indicate which form of ID you are providing.
<b>Photo Page of Passport or ID card:</b>
<b>Photo Driving License</b>
<b>Birth Certificate</b>

<b>Full Name at the time of the exam:</b>
If your name has changed since the time of the exam, you must also include one or more of the following documents. Please tick the relevant box to indicate which form of ID you are providing.
Please note: if you provide a copy decree absolute, we will also require a copy of your birth certificate to process the information.
<b>Marriage certificate:</b>
<b>Decree Absolute (and birth certificate):</b>
<b>Deed poll:</b>

<b>Date of Admission to John O'Gaunt School:</b>
<b>Date of Leaving John O'Gaunt School:</b>
<b>Date of birth:</b>
<b>Email Address:</b>
<b>Daytime telephone number or mobile:</b>

**Services and delivery:**

- We can send you a Statement of Results as a PDF by email
- We can send a confirmation letter or email to a university, employer or verification company
- Confirmation letters/emails can only be sent directly to a third party
- Letters can only be sent to addresses in the UK. Outside of the UK, we will only provide information by email.

<b>Please confirm the type of document(s) required and complete the relevant sections below.</b>
<b>Statement of results by email as a PDF:</b>
<b>Confirmation Letter to a third party:</b>

<b>Confirmation Letter/Email to a third party</b>
Name of university, employer, verification company:
Reference number:
Name of contact at third party:
Third party contact telephone number:
Delivery address:
Postcode:
Email address: