

REPLACING LOST/ DESTROYED CERTIFICATES

The Overseas Examinations Commission assists Jamaican students with replacing lost, damaged or destroyed certificates from CXC or GCE examinations.

Our Customer Relations Department provides all the necessary information to complete this task as painlessly as possible. You, however, need to have the relevant information which will make the process go smoothly.

Since these documents are provided by the examining bodies which are overseas, you will need to pay both a board service charge as well as a local service charge. One of our Customer Relations Representatives will be only too happy to give you the applicable rates. The Jan. 1, 2009 rates are included in parentheses. However these rates may change without notice.

By now, you will appreciate how very important your certificate is and so you will need to take extra care to secure it. We recommend that you make photocopies and store them elsewhere. Photo copies may be certified by this office and used in lieu of your certificate.

CXC

REPLACEMENT CERTIFICATE

- Write a letter of request to the Executive Director, Overseas Examinations Commission.
- Purchase a bank draft at **any Commercial Bank** in the amount of the Board Fee (**US\$105.00/ BDS\$210.00**) per certificate, payable to the **Caribbean Examinations Council**. (Please note that rates given are subject to change by the Examining Board without notice.)
- Take a photocopy of your Certified Birth Certificate or the relevant pages of your passport to the office.
- Take along the defaced or damaged certificate if applicable.
- Take along local service charge (**J\$1,900.00**) to be paid in the office.
- Complete the request form (in the office or from www.cxc.org). Forms must be signed by a JP, etc.
- Certificate(s) takes 3-4 months to be processed once received.

GCE CAMBRIDGE – CERTIFYING STATEMENT OF RESULTS

- Write a letter of request to the Executive Director, Overseas Examinations Commissions.

- Purchase a bank draft at **any Commercial Bank** in the amount of the board service charge (**£41.69**) per certifying statement, payable to the **Cambridge International Examinations**. (Please note that rates given are subject to change by the Examining Board without notice)
- Take along a photocopy of your birth certificate, driver's license or the relevant pages of your passport.
- Take along local service charge (**J\$1,900.00**) to be paid in the office.
- Extra copies of the same certificate will carry an additional cost (**£11.55**).
- Take along the damaged or defaced certificate if applicable.
- Complete the request form (in the office or from www.cie.org.uk).
- Certificate(s) takes 2-3 months to be processed once received.

GCE LONDON REPLACEMENT CERTIFICATE

- Visit website www.edexcel.org.uk for more information on replacing GCE London Certificates



CUSTOMER RELATIONS DEPARTMENT

Other services offered are as follows:

- Certified Copies of Results /Certificates
- Transcripts to local and overseas firms and institutions
- Research using examinations statistics
- Registration for international examinations
- Enquiry on examination results/remark of scripts
- Provision of past papers for free when available.
- Delivery of certificates to candidates registered with Private or Open Centres.
- Seminars for Private Candidates
- Seminars for teachers (on demand).
- Information about examinations/ qualifications available through the Overseas Examinations Commission.

AMENDMENT OF CXC CERTIFICATES

- Write a letter of request to the Executive Director, Overseas Examinations Commissions.
- Purchase a bank draft at **any Commercial Bank** in the amount of the Board Fee (**US\$30.00**) per certificate, made payable to the **Caribbean Examinations Council**. (Please note that rates given are subject to change by the Examining Board without notice)
- Take along a photocopy of your Certified Birth Certificate.
- Take along your Original Certificate.
- Take along service charge fee of (**J\$1,900.00**) to be paid in the office.

AMENDMENT OF GCE CERTIFICATES

- This service is only available within 18 months of the date of issue of the original certificate or statement of results.
- The original certificate must be returned before an amendment can be done.
- Cambridge **will not** provide amendment certificates/statement to candidates who have personal data amendment beyond this point.
- Please see fees under GCE Cambridge Certifying Statement of Results on brochure.



REPLACING LOST OR DESTROYED CERTIFICATES & REQUESTING AMENDMENT TO CERTIFICATES



CUSTOMER RELATIONS DEPARTMENT

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