

## ACCEPTABLE EVIDENCE TO MEET GCSE REQUIREMENTS

The best evidence is actual completion Certificates (or Certifying Statements) of a learner's achievement.

Where it is not always possible to provide this, any evidence submitted must comply with minimum data requirements<sup>1</sup>.

The **minimum** data fields that we require to be clearly visible on all submitted evidence are:

- Full name of the learner
- Qualification name
- Level /Grade achieved
- Date of achievement/award
- Awarding Organisation identifier (i.e. logo/web address)

There are *additional* requirements depending on the nature of the evidence.

Any form of evidence that states it is *provisional* will not be accepted as it does not constitute robust evidence of a learner's achievement. Provisional results can be subject to change, prior to final awards being made, and therefore cannot be relied upon as being accurate.

Any evidence that is submitted must be of good quality with all of the required data clearly visible.

If candidates wish to use evidence from SIMS, or similar based on ULIs/ ULNs, then, as a minimum, the following information will need to be clearly displayed on any evidence submitted:

- • Learner's full name
- • Qualification name
- • Examination Board name
- • Status of achievement i.e. certificate or unit
- • Grade/Result
- • Date of achievement/award date

In addition, SIMS reports/prints or candidate statements of results must be signed and dated by an appropriate representative from the school, such as an Examinations Officer or Head Teacher and have either the school stamp/logo included or be on school headed paper. If the evidence is missing for any of these requirements then the evidence will not be accepted.

Letters from Schools attesting to candidate's achievements must be submitted using a verification form.

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<sup>1</sup> This guidance adapted from [acecerts.co.uk/docs/AcceptableEvidenceGuidanceNotesSeptember2014V2.pdf](http://acecerts.co.uk/docs/AcceptableEvidenceGuidanceNotesSeptember2014V2.pdf)

➤ **The Exam Board**

**Exam Board  
General Certificate  
of Education**

JUNE 2012

This is to certify that

**JOHN SMITH**

**SOUTH COLLEGE LONDON**

obtained the grades indicated in the following subject(s):

ADVANCED LEVEL (TWO SUBJECTS)		caps CODE
GOVERNMENT AND POLITICS	GRADE A* (a)	999/1234/C
HISTORY	GRADE A (a)	888/4321/K

*Original signature* ⇨ Helen Bloggs

*Printed name* ⇨ HELEN BLOGGS

*Title* ⇨ HEAD TEACHER

*Official stamp* ⇨



*Example of correctly certified document*

Based on LSE verification of qualification form<sup>2</sup>

<sup>2</sup> <http://www.lse.ac.uk/study-at-lse/Undergraduate/Assets/PDF/2013-LSE-UG-Verification-Form.pdf>