

Exam FAQ's

Can I take exams at Waltham Forest College as an external candidate?

Unfortunately not. You must be enrolled on one of our courses in order to sit exams at Waltham Forest College.



Is there any support available to help me when I take my exams?

Absolutely! If you have any learning difficulties, disabilities or medical conditions that may affect your ability to take exams please speak to our Learning Support team on 020 8501 8141 or email learning.support@waltham.ac.uk



When do I get my results?

This varies depending on the type of qualification and the units you have studied. The majority of students studying BTEC and other Vocational Qualifications will receive their certificates at the end of August. GCSE students will receive their results on Thursday 23 August 2018.



When will I know if I have a place in university?

UCAS will automatically send your exam results to universities who have given you a conditional offer. This usually happens on A-Level results day which is Thursday 16 August 2018. You will need to log in to UCAS Track on results day to see if you have been successful. If you are waiting for a GCSE result as part of your application, your university place will not be confirmed until GCSE results day on Thursday 23 August 2018. For full details please visit the UCAS website.



I have grades/units missing from my BTEC exam results

Please speak to your subject tutor to discuss why marks are missing from your results.



Can I have my exam paper remarked?

This only applies to GCSE & Functional Skills paper based Examinations. There is usually a fee for re-marking which our Exams Team can advise you on. All re-marking applications take approximately 6-8 weeks and in some cases a re-mark could potentially decrease your mark. Please be aware that re-marks apply to exams only; it is not possible to have coursework re-marked.



When will I receive my certificate?

Certificates issued by external exam boards are sent to us between August and October and you will be contacted when they arrive. If you are waiting for an internal certificate issued by Waltham

Forest College, please contact the School or Department in which you took your course. If you're not sure who to speak to, give us a call on 020 8501 8501.



My name is spelt incorrectly on my certificate

If any of your certificates have an incorrect spelling, please return them as soon as possible to our Exams Department who will send them back to the relevant awarding body. You can either bring them back to us in person or post them with a letter explaining the correction to:

Exams Department

Waltham Forest College
Forest Road
London
E17 4JB.

Replacement certificates usually take 3-4 weeks to arrive and there could be a charge. Please note: Exam boards will not reissue any certificate unless the incorrect one is returned to them.



I have lost my certificate. Can I get another copy?

To order a replacement for a lost certificate you will have to contact the relevant exam board directly. There is usually a fee for replacement certificates which will vary depending on how long ago the certificate was issued. Full details are available on individual exam board websites.



I have moved home; can my certificates be sent to my new address?

If you change your address, please let the College know as soon as possible by completing a change of address form available from Student Services or via Moodle. If your certificate has already been issued before you change your address, you may need to contact your old address to see if it has been delivered there. Please note: If you do not notify us of your new address and your certificate has been issued, you will be expected to contact the exam board and pay for the cost of a replacement.

For any other enquiries, please contact the Exams Department by emailing exam@waltham.ac.uk with the following details

- Full name
- Address
- Student ID number
- Contact number
- Course undertaken and year of study

We will respond within 5 working days to your request.