

Subject Access Request Form (SAR) – Candidate Results Request

Frequently Asked Questions

What is this form for?

This form is for requesting access to data held by WJEC/Eduqas in relation to qualifications entered by the applicant to be sent to them or a third party (as authorised by the applicant).

What information do I need to provide?

Please complete as much of the information on the form as possible. You do not need to list individual subjects – we will include all qualifications from a given series in the report. You must include a copy of at least one form of ID so that we can verify your identity in order to release the information to you.

What will I receive?

You will receive a report containing details of series, year, candidate name as held on our system, school/college, qualifications taken and grades achieved.

How will I receive my information?

If you have made your request by email or provided us with a valid email address then we will usually reply by confidential email with the report as a PDF attachment. Otherwise a paper copy of the report will be sent to the address given using standard Royal Mail postal service.

How long will it take to process my request?

We are required to respond to a request within 30 days provided we have received all the relevant information and proof of ID.

How much will it cost?

This service is free of charge.

Will I be able to use this as proof of achievement?

If you need the information for your own reference then this will be sufficient. However, the SAR report is not a certificate and is not usually accepted as proof of achievement by employers, training providers or Universities/Colleges. Please check in advance whether it will be accepted – usually only an original/replacement certificate or LRS statement will be accepted.

If you need a replacement certificate then you need to apply through our Replacement Certificate team (please note that this service carries a charge). Contact details and link to the application form are shown below.

Tel: 029 2026 5132 email: replacementcertificates@wjec.co.uk

<https://www.wjec.co.uk/students/certificates/APPLICATON+FORM.pdf>