



Examination/ Assessment Marks & Certificates

1. Disclosure of Assessment Marks

1.1 Marks attained at examinations or other assessment may be disclosed to candidates on all programmes of study, provided that these marks have first been ratified by the relevant Examination Board (NCFE/City & Guilds) within 8 working days.

2. Certificates

2.1 Certificates will be provided to Learners by the Courage Consultants UK Limited (Assessment & Awards Team) in within 8 working days following confirmation of the award or receipt of the certificate from the awarding body. The Training Centre will send to the Learners all certificates within eight working days of receipt of results/certificates.

2.2 An individual cannot be issued with a certificate (or NCFE/City & Guilds certificate as applicable) or use the appropriate letters after his/her name until he/she has been formally registered and enrolled to that course.

2.3 Duplicate copies of certificates cannot be provided. Replacement certificates may be obtained only in specific circumstances by application to NCFE/City & Guilds (as appropriate to the nature and date of the qualification) and payment of any appropriate fee.