

## **CERTIFICATES**

Certificates are received into school during November and then collated by the Examinations Officer.

### **A2 certificates**

These are posted out by 'Royal Mail, signed for' service to the address the school has on its system, it is student responsibility to ensure that the school has the correct address. You should expect to receive these during December.

### **AS certificates**

These are distributed during a PDC period, the date will be conveyed to students via the exams office. Any students not present on this date will need to collect their certificates from the Exams Office.

### **GCSE certificates**

These are distributed during a PDC period, the date will be conveyed to students via the exams office. Any students not present on this date will need to collect their certificates from the Exams Office.

**If you have left school** your certificates will be available for collection from school reception in person.

You will need to arrange this through the Exams Office and, when collecting your certificates, you will need to sign the collection register.

If it is impossible for you to make the collection in person, you must nominate a trusted person to collect them on your behalf and ensure they bring written permission from you and their own identification. You can use the attached proforma if you wish.

School is required to retain certificates for a period of 12 months but it is in your own interest to collect them as soon as possible.

You will be required to present original certificates at interviews.

- You must ensure that you look after your certificates very carefully as they are expensive to replace and obtaining a Statement of Results from examination boards is a time consuming process.
- It is your responsibility to collect your certificates.
- A2 certificates only are sent through the post.
- Once certificates have been issued the School cannot be responsible for any loss or damage to your certificates.

# CERTIFICATES THIRD PARTY COLLECTION

## PERMISSION TO COLLECT A CANDIDATE'S CERTIFICATES

Please print and complete this form

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address )

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Date)

TO: Examinations Officer

I am unable to collect my certificates in person from school, and therefore, give permission for

\_\_\_\_\_ to collect them on my behalf. **He/she**

**will bring proof of identity and a copy of this notification to enable you to release my certificates.**

Yours faithfully

(Signature) \_\_\_\_\_

Form Group \_\_\_\_\_

(Print Name) \_\_\_\_\_

(Exam/Candidate Number) \_\_\_\_\_

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NB. For your own records, please take a photocopy of this notification before returning it to the Exams Office and tick the box to indicate that you have done so.