

## EXAM CERTIFICATE COLLECTION

### IMPORTANT INFORMATION FOR SUMMER 24 CANDIDATES

Exam certificates are an important document and it is your responsibility to collect them and keep safe. If you misplace or lose your certificates you can only get replacements (at cost) through the Awarding Exam Board.

Certificates are available for collection, by the candidate as follows:

Date(s)	25 <sup>th</sup> November 2024 – 17 <sup>th</sup> July 2025	Times	During School Opening Hours Only
Collection point	Reception	Valid Photo Identification must be provided on collection	

#### Checking certificates

On collection, you should carefully check that your personal details and the correct final grade(s) issued are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

**If you do not collect your Exam Certificate by the Summer the year following your exams, they will be returned to the Awarding Exam Board and securely destroyed. Please note all costs of a replacement is the responsibility of the candidate.**

If you are unable to collect certificates, please complete and return the form below.

#### CANDIDATE PERMISSION FORM: Certificate collection

The normal arrangements for collecting certificates is the student will collect their own certificate with a valid form of photo ID. If a younger sibling is in school, they can collect a certificate on behalf of the candidate. If you are unable to collect certificates in this way, please indicate below your preferred method by ticking the relevant box and completing the required information.

Candidate name and number (if known)			
<input type="checkbox"/> I give permission for my representative: insert name of representative here to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct.			
<input type="checkbox"/> Certificates should be sent to my home address <sup>1</sup> . I confirm that I am taking full responsibility in case of loss of my certificates during the postal process (2 <sup>nd</sup> class standard post) and in case any details on my certificates are incorrect. <b>WE STRONGLY ADVISE AGAINST POSTING CERTIFICATES AND USE THIS SERVICE AS A LAST RESORT AT YOUR REQUEST.</b>			
Candidate signature		Date	

<sup>1</sup> Certificates will be sent to the address held on record at the centre. Any change of address should be notified through the official change in details process. The centre does not take any responsibility for certificates sent out to addresses where this process has not been followed.