

EXAM CERTIFICATES – A message for students; please note that your Exam Certificates are now in school. You will need to sign for them and below are the times that you may collect. If any of these dates are not suitable for you, you may designate someone to collect on your behalf provided they complete the relevant form (??Link to below) and bring the ID documentation with them.

Friday 13th December – 8.30am-2.00pm

Tuesday 17th December – 9.00-12 noon OR 1.00-3.30pm

Friday 20th December – (Alumni Coffee Morning) 8.30am-2.00pm

It is your responsibility to ensure that your certificates are collected. We look forward to seeing you.



EXAM CERTIFICATES – COLLECTION AUTHORISATION FORM

Please ensure that you complete this form together with the person you are designating to collect your Certificates and ask them to bring suitable photo ID together with this form, when they come. **WRITE IN BLOCK CAPITALS**

STUDENT'S FULLNAME:

I give permission for the person named below, to collect my exam certificates on my behalf.

They will need to bring this authorised form together with suitable photographic identification; eg photo driving licence or passport.

COLLECTOR'S FULL NAME: (BLOCK CAPITALS)

STUDENT SIGNATURE:

OFFICE USE

EXAM OFFICE SIGNATURE:

DATE CERTIFICATES COLLECTED:

Please ask your 'COLLECTOR' to bring this with them, together with a photographic form of identification.

This form will then be kept when your certificates have been handed over.