

Exam Certificate Third Party Collection Form

Certificates may be collected from school any time after the published collection date

Certificates are important legal documents – they are required for CVs, job applications and to verify the Statement of Results – and **should be collected from main reception in person**. Please keep them in a safe place. Uncollected certificates will be held in school for one year until the student arranges collection, but after that time any **uncollected certificates may be destroyed**. Exam boards will however provide a replacement certificate of results at a cost of approximately £50 per certificate.

If you are intending to collect your certificates yourself then no further action is necessary.

If you cannot collect them yourself then you can pay £12.50 to have them sent to you securely by the Royal Mail Signed For service (Option 1 - please see <https://www.altwoodschool.co.uk/page/?title=Exam+Information&pid=67> for details), or you can nominate someone else to collect them on your behalf (Option 2).

To use Option 2 please print off, complete and sign, and give this form to your representative who should bring it and their own photo ID when collecting your certificate(s).

For any queries regarding collection, please contact the Exams Officer, Mr Burdett at exams@altwoodschool.co.uk

Candidate information (Compulsory)

Candidate's Name: Year Group:

Candidate's Signature: Date:

Option 1 Secure Mail

Please see <https://www.altwoodschool.co.uk/page/?title=Exam+Information&pid=67> for details

Option 2 Third Party Collection

☐ I give permission for my representative to collect certificate(s) on my behalf. I confirm that my representative will provide their own photo ID on collection.

Representative's signature on receipt of certificate(s):

-----For Exams Officer use only-----

Collected on:	By:	Exams Officer Signature