

Examination Certificate Collection - Summer 2019



Exams Office

Summer 2019 Examination Certificates are available for collection from Monday 2nd December 2019

Certificates are important legal documents. They are required for many job applications, for professional registration, and to help complete CV's. **They should be collected from the school reception in person.** Please keep them in a safe place. Certificates will be kept by the school for up to one year but after that time any **uncollected certificates may be destroyed.** Once this has happened it is possible to obtain replacement certificates from the exam boards at a cost of approximately £40 per certificate, but the school is not able to offer any help to students who need to do this as a result of failing to collect them.

If you are intending to collect your certificate(s) in person, no further action is necessary.

If you are unable to collect them, certificates can be posted to you via tracked delivery, or collected by someone else (e.g. parent or other relative or a friend). Certificates sent by post will use Royal Mail Special Delivery, which requires you to sign for receipt whilst also providing adequate insurance cover to meet the cost of replacement certificates in the event of loss in transit. A charge of £10 is made by the school to cover administration and postage costs.

If you want them to be posted then please:

- 1) Print off this form, complete and sign it, and return it to the school office with £10.00 cash payment, **or**
- 2) Complete it electronically and return it to exams@altwoodschool.co.uk, making an online payment of £10.00 via Scopay or to Lloyds Bank PLC, Sort code: 30 95 36, Account Number: 46614668, Ref: ExamPostage

If you choose to have the certificates collected then please:

- 1) Print off this form, complete and sign it, and give it to the person collecting them who must also bring their own photo ID (e.g. passport or driving license) when they come to school, **or**
- 2) Complete it electronically and return it to exams@altwoodschool.co.uk

Candidate information (Compulsory)

Candidate's Name: _____ Year Group: _____

Candidate's Signature: _____ Date: _____

Option 1 Secure Mail

Please send all my Certificates by special delivery with Royal Mail as I will not be collecting my Certificates from the school in December. I have paid £10 to cover the cost of postage via (tick one):

Cash Scopay Bank transfer

Candidate's Address _____ Phone Number: _____

Post Code: _____

Option 2 Third Party Collection

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

Representative signature on receipt of certificate (s): _____

Collected on:	£10 received	Exams Officer Signature
	<input type="radio"/> Cash <input type="radio"/> Scopay <input type="radio"/> Bank transfer	