Certificate Collection

Altwood
Church of England School
Exams Office

Please remember to collect your Certificates from school from 7th December 2020

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 £40 per certificate.

If you are intending to collect your certificates yourself then no further action is necessary until on or after the 7th December 2020.

If you cannot collect them yourself then you can pay £10 to have them sent to you securely by Royal Mail Special Delivery (Option 1), or you can nominate someone else to collect them on your behalf (Option 2). To use Option 1 please complete and return this form to the Exams Officer as soon as possible and preferably by Friday 17th July, either by post or by email (as a scan or photo attachment) to exams@altwoodschool.co.uk If you choose Option 2 please print off, complete, and give this form to your representative who should bring it and their own photo ID when collecting your certificate(s) from 7th December 2020 onwards.

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 send all my Certificates by special delivery with Royal Mail. I will not be collecting my Certificates from Altwood School in December and am paying £10 to cover the cost of postage by (please tick one):

☐ Cash ☐ Scopay ☐ Bank transfer to:
"Altwood CE School"; Sort code: 30 95 36 (Lloyds); A/C No: 46614668; Ref: "ExamPostage"

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 provide their own photo ID on collection.

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

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

Collected on:	£10 received	Exams Officer Signature
	○ Cash ○ Scopay ○ Bank transfer	