

Collection of GCSE Certificates

Students who are unable to collect their certificates on Wednesday, 29th November 2023 can have their certificates either posted or give permission for someone else to collect them on their behalf. They need to complete the form below before Wednesday, 29th November 2023 and return it to the school.



Candidate permission form Certificates collection

The normal arrangements for collecting certificates are to collect them in person on Wednesday, 29th November 2023.

If you are unable to collect your certificates in this way, please indicate below your preferred method by ticking the relevant box and completing the required information.

Candidate name			
<input type="checkbox"/> I give permission for my representative _____ to collect Certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection			
<input type="checkbox"/> Certificates should be sent to my home address*. I confirm that I am taking full responsibility in case of loss of my certificates during the postal process and in case any details on my results are incorrect			
Candidate signature		Date	

**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.*

Completed forms should be returned to K. Lind, Exams Officer