

## **Certificate collection: Candidate permission form**

Certificate collection date & times are listed on the school website under 'School Life' → 'Examinations Information' → 'Re-sits, Fees & Certificates' tab.

Exception - Year 10 certificates will be held in secure storage at the school until the end of Year 11 when all GCSE certificates can be collected together.

### **Exam Certificates**

- Cannot be posted
- Must be signed for
- Can only be collected by a representative provided they bring with them a letter of authorisation hand-signed by the student and proof of their identity.

<b>Candidate name</b>	
I give permission for my representative (insert name) ..... to collect certificates on my behalf. I confirm that my representative will present his/her photo-ID upon collection.	
<b>Candidate signature</b>	<b>Date</b>