



GCSE Certificate collection – Information for candidates

Certificates are available for collection as follows:

Date(s)	Monday 2 nd December 2019 – Monday 30 th November 2020	Time – 9:00am-3:00pm
Collection point	School Reception	Identification must be provided on collection

Please contact Mrs Glazebrook on 01462 730391 or sglazebrook@bestacademies.org.uk to arrange the date and time for you (or your representative) to collect your certificates. If you are unable to collect your certificates and you wish a representative to collect on your behalf, please complete and ensure they bring the candidate permission form below.

Checking certificates

On collection, you should carefully check that your personal information (name, date of birth, etc.) is correct and that the correct final grades issued to you are shown. You (or your representative), will be required to sign that you have collected all your expected certificates and confirm they are correct.

Uncollected certificates

We will only hold your exam certificates for a period of 12 months. If you have not collected them by the above end date they will be confidentially destroyed.



Candidate permission form

Certificate collection

If you are unable to collect your certificates yourself, please complete the information below and insert the name of your representative.

Candidate name		Exam number	
<p>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 of all expected certificates and that my personal details and grades are correct.</p>			
Candidate signature		Date	

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