

Uncollected examination certificates – Year 11 Leavers

Examination certificates are available for collection from reception from 7th December following the June series in which you sat your final exams and are retained for a period of one year. If you have not yet collected your examination certificates, the certificates will now be held on reception awaiting collection. Please arrange to call in to collect them at your earliest convenience. Reception is open during term time from 8:00 to 16:00.

It is strongly recommended that you collect your certificates as future employers and education providers are likely to ask for proof of your examination results. It is unlikely that they will accept the provisional statement of results issued on results day. Unclaimed certificates are kept under secure conditions for a period of one year from date of issue after which they will be destroyed in line with exam board regulations.

If you do not collect your certificates, and in the future you need a certified copy of your results, you will have to request confirmation of your results direct from each exam board at a cost of approximately £45.00 per board. It is therefore important you do arrange to collect them as soon as possible.

If you are unable to collect the certificates in person, you can nominate someone else to collect them on your behalf. Please ensure the nominated person brings with them a letter of authority signed by yourself confirming you are happy for them to collect them together with some form of identification.