



## **Collection of Exam Certificates Summer 2018**

If you sat exams in Summer 2018 then your exam certificates are now ready for collection from the Exams Office in the Hydro Building, which is open between 9:30am and 1:30pm, Monday to Friday.

Please collect your certificates before the end of March 2019. Any unclaimed certificates will eventually be returned to the exam board. Please be aware that exam boards will make a charge for each certificate to be re-issued.

We are unable to issue certificates to anyone other than the candidate without written permission. If you are unable to collect your own certificates please complete the attached authorisation slip below and ensure your nominated person brings it with them, along with a form of official identification. Visitors must sign in at Main Reception first.

**Please note that these are official documents that you will need in the future to support further/higher education applications or employment opportunities.**

Regards,

Heather Morgan and Catherine Michael  
Exam Officers

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### **Exam Certificate Collection for Summer 2018**

I authorise the following person to collect my results on my behalf

\_\_\_\_\_

Relationship to candidate: \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_