

# **Collection of Exam Certificates Summer 2019**

If you sat exams in Summer 2019 then your exam certificates will be ready for collection from the Exams Office in the Hydro Building, from November 2019 to July 2020. This office is open between 9:30am and 1:30pm, Monday to Friday.

We would prefer you to collect your certificates before the end of April 2020. 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. All visitors must sign in at Main Reception first. If you have left school and are collecting your own certificates please bring along a form of official identification too.

**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  
Exams Officers

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## **Exam Certificate Collection for Summer 2019**

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

\_\_\_\_\_

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

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

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