

Queen Elizabeth High School, Whetstone Bridge Road, Hexham,
Northumberland. NE46 3JB

Alternative Collection of Certificates
9th July 2020

You have an opportunity to collect exam certificates on Thursday 9th July, 10am – 2pm, from the main school entrance. Due to COVID-19, it isn't possible to collect them from the Exams Office.

We would like to issue as many certificates as we can on this day, however, we will retain unclaimed certificates until November 2021. After this date they 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.

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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Alternative Certificate Collection, 9th July 2020

I authorise the following person to collect my certificates on my behalf:

Relationship to candidate: _____

Signed: _____ **Date:** _____

Name: _____