

CERTIFICATE COLLECTION INFORMATION FOR CANDIDATES

Candidate name:

Certificates are available for collection, as follows:

Date(s)	Term Time only	Time(s)	Monday to Friday from 8.30am to 4.00pm
Collection point	Exam Officer Office and Reception	Identification must be provided on collection	

If you are unable to collect certificates, please complete and return the form below.

Checking certificates

On collection, you should carefully check that your personal details (name, date of birth, etc.) are correct and that the correct final grade(s) issued to you is/are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

Uncollected certificates will be securely destroyed after holding them for a period of 12 months from the date of issue.

In case of query, please contact Exam Officer, Adrianna Marczak via email:

a.marczak@sydenham.lewisham.sch.uk

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CANDIDATE PERMISSION FORM: Certificate collection

The normal arrangements for collecting certificates is collection in person from school.

If you are unable to collect certificates in this way, please indicate below your preferred method by ticking the relevant box and completing the required information.

Candidate name			
<input type="checkbox"/> I give permission for my representative: insert name of representative here			
to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct			
Candidate signature		Date	

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Completed forms should be returned to Exam Officer via email: a.marczak@sydenham.lewisham.sch.uk