

Certificates Collection Letter

Dear Student,

Certificates must be collected in person or by an authorised representative. Please follow one of the options below and complete the relevant section.

Option A: Collecting in Person

Bring valid proof of ID and this letter. You will be required to sign upon collection.

Option B: Collection by Sibling (currently in school)

Complete below. Your sibling must bring this signed letter and sign upon collection.

I, _____, authorise my sibling _____ to collect my certificates.

Sibling's Tutor Group: _____

Your Signature: _____ Date: _____

Option C: Collection by Friend/Family Member

Complete below. They must bring this signed letter, valid ID, and a copy of your ID.

I, _____, authorise _____ to collect my certificates.

Relationship: _____

Your Signature: _____ Date: _____

Note:

ID is required for both the student and authorised person.

Lost certificates must be replaced through exam boards at £45 per certificate.

For queries, contact the Exams Office.

Yours sincerely,

Mrs. V. Livermore

Examinations Manager