

**Examination Certificate collection information for candidates**

Certificates are available for collection, as follows:

| Dates and Time | Saturday 3rd December 2022 : 9:30 – 12:00 |
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| Friday 16th December 2022 : 12:00 – 14:00 |
| Collection point | Main Reception | Identification must be provided on collection |

If you are unable to collect certificates at either of the above times, please email exams@raynespark.merton.sch.uk to agree an alternate arrangement during school hours.

**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. Changes may not be possible on certificates older than the previous 12 months. Please bring a form of Photo Identification with you for collection.

**Uncollected certificates**

Unclaimed certificates can be destroyed after 12 months from making them available for collection. If you do not collect your certificates within this time, they will be destroyed and you will have to contact the awarding body for a replacement at your own expense. Depending on the Board and the Qualification, this can range from £30 - £50 per subject. Please be advised, not all awarding bodies offer a replacement certificate service and may only issue you with a Certifying Statement of Results.

Any questions, please contact the **Exams Officers** on **exams@raynespark.merton.sch.uk**

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Candidate permission form Certificate collection

The normal arrangements for collecting certificates require candidates to sign upon receipt as detailed above.

If you are unable to collect certificates in this way, please provide details of your representative who will sign on your behalf for collection and confirmation of your results.

|  |  |
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| Candidate name |   |
| * 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 the Exams Officers