

03rd December 2018

Dear all,

Re: Exam Certificate Collection

Congratulations on your exam results.

Your certificates will be ready for collection from Monday 10th December 2018 between 8:40am – 3:30pm at Visitors Reception.

If you are unable to collect these and you have nominated a friend/family member to collect on your behalf, you must write a letter to confirm this. No certificates will be released without written confirmation.

Certificates will be kept securely for one year and then must be destroyed as part of exams board regulations. Please be aware a cost (minimum £30 per certificate) from the exams board will apply to any lost or centre destroyed certificates, should you require them. This is something you would need to arrange yourself.

Please do not hesitate to contact me if you need any further information.

Yours sincerely

Crystal Tang

Miss Crystal Tang
Examinations Officer