

19th November 2019

Dear all,

Re: Exam Certificate Collection

Congratulations on your exam results.

Your certificates will be ready for collection from Monday 2nd December between 8:30am – 4:00pm (1:00pm on Fridays) at Visitors Reception.

Don't forget to bring some form of ID with you. If you want to nominate a friend/family member to collect certificates on your behalf, they must have a signed letter by you to confirm this. No certificates will be released without written confirmation. Your nominated person must also bring some form of their ID with them.

Certificates will be kept securely for three years 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