

## Certificate collection information for candidates June 2023

Candidate name:

Certificates are available for collection, as follows:

Date(s)	From 28 <sup>th</sup> November 2023	Time(s)	To be arranged please do not turn up at school without an appt, please email us first
Collection point	School 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 kept in reception for a minimum of 3 years from date of receipt]

In case of query, please contact [the exams team] on [0208 554 8935] or email [either [p.moodley@sevenkings.school](mailto:p.moodley@sevenkings.school) or [k.gerard@sevenkings.school](mailto:k.gerard@sevenkings.school)].



## Candidate permission form

### Certificate collection

The normal arrangements for collecting certificates are [To collect in person from reception in November once we have received all certificates from the awarding bodies].

If you are unable to collect certificates in this way, please complete the below if your preferred method is allowing a representative to collect on your behalf.

Candidate name			
<input type="checkbox"/> I give permission for my representative <u>insert name of representative here</u> 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	

Completed forms should be returned to [p.moodley@sevenkings.school](mailto:p.moodley@sevenkings.school) and/or [k.gerard@sevenkings.school](mailto:k.gerard@sevenkings.school) in advance of collection.