

# Exam Results/Certificates Request Form

If you are unable to come along to Results Day or you are unable to collect your certificates in person you may nominate someone to pick these up for you. In order to do this we need the details of the person who will be collecting your results/certificates and your authorisation for this person to collect them on your behalf. Please note that they will have to bring ID to verify it is the person you have nominated.

Please complete the following information so that we can process your request:

|                                                      |                 |              |              |
|------------------------------------------------------|-----------------|--------------|--------------|
| Name of student:                                     |                 |              |              |
| Name of the person nominated:                        |                 |              |              |
| Relationship to you:                                 |                 |              |              |
| Collecting:                                          | A Level results | GCSE results | Certificates |
| Reason why you can't collect your results in person: |                 |              |              |

|                                                                            |  |
|----------------------------------------------------------------------------|--|
| I confirm that I wish the above person to collect my results/certificates: |  |
| Signature (student):                                                       |  |

|                                                                      |  |
|----------------------------------------------------------------------|--|
| Signature of nominated person on collection of results/certificates: |  |
| Name:                                                                |  |
| Signature:                                                           |  |

|                                                                          |  |
|--------------------------------------------------------------------------|--|
| I am unable to collect my exam results, please can you email them to me. |  |
| Name:                                                                    |  |
| Email address:                                                           |  |

|                    |  |
|--------------------|--|
| For Office use:    |  |
| ID verified:       |  |
| Signature (staff): |  |

