

## **Collection of Exam Certificates**

Certificates will be ready for collection from Monday 21<sup>st</sup> November 2022.

Certificates will not be sent out in the post.

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 confirmation.

As set out by the Joint Council for Qualifications the school has no obligation to keep these certificates or make them available beyond a period of 12 months after issue.

It is worth noting that these certificates will be requested in the future for scrutiny by potential employers and / or academic institutions. As such, it is in the student's interests to take responsibility for the collection of these important documents.