

## Certificate Collection Permission Form

Certificates for exams are usually delivered to the school two or three months after results are released and all Post Result services have been completed. For summer exams this is generally mid-late November. The school then arranges dates for current and former students to collect their certificates.

If you are unable to collect certificates in person, you can nominate a representative to collect your certificates on your behalf. They will be responsible for checking and agreeing that all the information on your certificates is correct at the time of collection and they will be asked to sign for them.

If someone else will be collecting your certificates, please complete the required information below and give it to your representative to bring in with a copy of **your** photo ID.

If you cannot collect your certificates during your allocated collection session, please email [exams@ashbyschool.org.uk](mailto:exams@ashbyschool.org.uk) to agree an alternative time.

### Candidate Permission Form

Candidate name			
<p>I give permission for my representative _____ <i>insert name of representative here</i> _____ to collect certificates on my behalf. I confirm that my representative will provide a copy of my photographic ID on collection and will sign to confirm that my personal details and grades are correct.</p>			
Candidate signature		Date	

Uncollected certificates will be held by the school for a minimum of one year. However, they cannot be stored indefinitely and will be destroyed in line with the school data retention policy if uncollected. Candidates who do not collect their certificates within this period will need to contact the exam boards to request replacements at their own cost.