

KS/Exam Certificate Collection

Tuesday, 21 February 2023

Examination Certificate Collection



Bloxwich Academy
www.bloxwichacademy.co.uk

Dear Student

I hope that your post-Bloxwich Academy careers are going well, and congratulations on your examination results.

Your examination certificates will be ready for collection from the Visitors Reception on the following two dates below:

Wednesday 1st March, between 10:00 – 12:00

Thursday 2nd March, between 10:00 – 12:00

If you are unable to collect at these times, you can nominate a friend/family member to collect on your behalf. In this instance, you will need fill out the 'Certificate Collection Nomination Form' attached, naming the person who will be collecting. No certificates will be released to friends/family members without signed written confirmation and photo ID.

Your certificates will be kept securely for a minimum of one year after receipt by us, and then any uncollected certificates may be destroyed as part of exam board regulations. Should you need your certificates after they have been destroyed or lost, replacement certificates or certifying statement of results will come at a minimum cost of £30 each. This would need to be arranged by yourselves by contacting each exam board.

If you require further information, please do not hesitate to contact me at exams@bloxwichacademy.co.uk, or by phone on 01922 710257.

Yours sincerely



Mr K Scale
Examinations Officer



Certificate Collection Nomination From

Certificates for exams are usually delivered to the school two to three months after results have been released and all Post-Results services have been completed. For summer exams, this is generally mid-November. The school then will arrange a time for current and former students to collect their certificates after they have been sorted by candidate.

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

If someone else will be collecting your certificates, please complete this form with the information required below and hand it to your representative to **bring in with a copy of their photo ID** to one of the collection days.

Candidate name			
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 photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct.			
Candidate signature		Date	