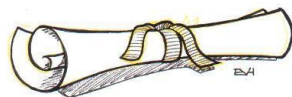


Collecting Your Certificates

Please read this notice carefully it contains vital information about your exam certificates



Awards Evenings

GCE Thursday 5th January 2017

GCSE Thursday 9th February 2017

- ❖ Certificates are issued at awards evening. Any certificates not collected on the evening will be available for collection from the school reception in person after this date. When collecting your certificates you will need to present identification and ensure you sign the Collection Register.
- ❖ If you are unable to make the collection in person, you may nominate a trusted person to collect them on your behalf. Please contact the exams office to request a **Third Party Certificates Request** form or download one from the exams area of the school website.
- ❖ We can post your certificates to your home address on request. Please send a cheque/postal order payable to The Clarendon Academy for £5.00 to cover the cost of recorded delivery with a **Certificate Postage Request** form which is available in the exams office or can be downloaded from the exams area of the school website.
- ❖ You are advised to look after your certificates as they are very expensive to replace and obtaining a Statement of Results from examination boards is a very time consuming process. Not all awarding bodies offer a replacement service. You are personally responsible for replacement costs. You will be required to present original certificates at universities and at interviews.
- ❖ The Academy is only required to retain certificates for a period of 12 months; it is your responsibility to collect them. Your certificates will be held at Clarendon until 30th January 2018. After this date you will need to purchase replacements from the exam boards. They can cost up to £50 each to replace.
- ❖ Once they have been issued, The Academy cannot be held responsible for any loss or damage to your certificates.

Any queries regarding your certificates should be emailed to the Exam Manager, Mrs Barrett or Exam Officer, Mrs Routledge
exams@clarendonacademy.com