



13 January 2022

Storrs Hill Road, Ossett,  
West Yorkshire  
WF5 0DG

Dear Students/Pupils,

01924 232820  
enquiries@ossett.accordmat.org  
ossett.accordmat.org

## Exam Certificate Collection

**Principal:** Mrs Samantha Broome

Your summer 2021 exam certificates are available for collection from Monday 17 January 2022. Certificates can be collected from the academy main reception by appointment only between 9.15am – 2.30pm Monday to Friday.

Appointments can be made by emailing [enquiries@ossett.accordmat.org](mailto:enquiries@ossett.accordmat.org).

In order to keep us all safe, we ask that you wear a facemask when you arrive and observe social distancing while you are waiting. Please bring an ID and your own pen with you to sign for your certificates.

**Please do not come to the academy if you are isolating or have Covid-19 symptoms.**

Your certificates are important legal documents that you will need throughout the course of your career. Employers, colleges and universities often insist on seeing original qualification certificates. Please make every effort to collect your certificates and keep them safe. We cannot keep certificates in the academy for extended periods of time. Replacement certificates will cost you over £40.00 from each exam board.

If you cannot attend in person, you can ask a friend or relative to collect on your behalf. They must bring their ID and a signed copy of the form below with them, signed by you.

We wish you every success in your future studies and careers.

Yours Sincerely

Mr Redfern  
Assistant Principal

✂-----

### Exam Collection of behalf of Pupil

Pupil Name:

I give permission for  
certificates on my behalf.

(insert name of collector) to collect my exam

Signed: .....

Date: .....

**Please bring this form and ID if collecting on behalf of a pupil.**