

9 January 2024

Dear Student

Principal: Mrs Samantha Broome

Exam Certificate Collection

Your summer 2023 exam certificates are available for collection from the school main reception by appointment only between 10.00 am - 2.30 pm Monday to Thursday. Appointments can be made at enquiries@ossett.accordmat.org

Please bring an ID with you to sign for your certificates.

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 safely. We cannot keep certificates in school for extended periods of time. Replacement certificates will cost you over £50.00 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 an ID and a signed copy of the form below with them, signed by you.

Alternatively, we can post them to the student's home address, but this will attract a fee of £5.00 to cover the cost of Recorded Delivery. The payment can be made to Finance Office via Scopay by choosing Exam postage services.

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

Yours faithfully

Mrs A Manoliu
Exams Officer

Exam Certificates Release Form – Summer 2023 Exams

I _____ (full name of student)

authorise _____ (full name of relative)

to collect my examination certificate(s) on my behalf.

Signature _____

Date _____