Rossington All Saints Academy
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...Changing lives

Certificate Collection Information for Candidates

Certificates for summer 2023 exams will be available for collection, as follows:

1st December 2023 – 1st July 2024 from the Academy Reception where identification must be provided on collection. If you are unable to collect certificates, please complete and return the tear-off form below.

Checking certificates
On collection, you should carefully check that your personal information (name, date of birth, etc.) is correct and that the correct final grade(s) issued to you are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

It is vitally important to keep your certificates safe once collected. Uncollected certificates from previous years may not be held by the Academy as we are required by the regulations to retain them only for a period of 12 months. Please contact us first to check if we have them in storage. If we do not have them, or they have been lost, you would have to contact each exam board individually. There will be a charge for this from the exam board and we are unable to do this on your behalf.

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Candidate Permission Form

Certificate collection

The normal arrangements for collecting certificates are collection in person from the Academy reception.

If you are unable to collect certificates in this way, please indicate below your preferred method by ticking the relevant box and completing the required information.

Candidate name			
☐ Certificates should be sent to my home address[1]. I confirm that I am taking full responsibility in case of loss of my certificates during the postal process and in case any details on my certificates are incorrect ☐ I give permission for my representative _____insert name of representative here_____ 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	

[1] **Certificates will be sent to the address held on record at the Academy. Any change of address should be notified through the official change in details process. The Academy does not take any responsibility for certificates sent out to addresses where this process has not been followed.**

Completed forms should be returned to Rossington All Saints Academy Reception