



Candidates Unable to Collect Exam Certificates – Third Party Collection

- This form must be printed and completed by the exam candidate whose certificates are being collected.
- The original of this form must be brought by the named person collecting the certificates.
- The named person collecting certificates must bring photographic proof of their identity.
- The original of this form will be kept by the School - it is advised that candidates make a copy of the completed form, for their own records.

Permission to Collect Exam Certificates

I am unable to collect my certificates in person, and therefore give permission for:

Name of Person Collecting Certificates	
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to collect them on my behalf - they will bring photographic proof of their identity to enable the School to release my certificates

Exam Candidate Details

Full Candidate Name			
Date of Birth		Exam Number	
Address			
Signed			
Date			

Please note JCQ state: 'Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue'

For example, certificates from Summer 2024 examinations can be destroyed if they remain uncollected (either by candidates in person, by a third party, or via secure post) by the last day of the Autumn 2025 term.