

Marling School Certificate collection information for candidates

Candidate NAME:

Candidate DOB:



MARLING
SCHOOL

Certificates are available for collection on TWO dates, as follows:

Date/Time	Mon 2 nd December 2.30pm-4.30pm	Date/Time	Wed 4 th December 10.30am -12.30pm
Collection point	LCR – Please see below	Identification must be provided on collection	

Please report to Main School Reception. You will then go up to LCR (Large Conference Room) where you will be required to sign for your 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 is/are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

Uncollected certificates

Your certificates will be ready for posting week commencing Monday 2nd December 2019. Certificates will be sent in a hardback envelope and by Royal Mail “Signed For” service. The cost is **£6**. Please fill in the form below and return to Marling Main Reception with a cheque to **Cotswold Beacon Academy Trust** by Wednesday 27th November if you wish to benefit from this service.

In case of query, please contact Mrs Collier-Bromelow or Mrs Worboys in the Exams Office on 01453 762251 or examsoffice@marling.gloucs.sch.uk.

If you are unable to collect certificates, please complete and return the tear-off form below.



Candidate permission form

Certificate collection

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

Candidate name/DOB			
<input type="checkbox"/> 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			
<input type="checkbox"/> I have provided a cheque/cash of £6			
<input type="checkbox"/> I give permission for my representative _____ <u>insert name of representative here</u> _____ 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 centre. Any change of address should be notified through the official change in details process. The centre does not take any responsibility for certificates sent out to addresses where this process has not been followed.

NB: Exams Boards state that schools should only keep certificates on file for 1 year. After this, they will be destroyed. It would then be up to the individual to go through to the correct exam board to retrieve their certificate at cost.