COLLECTION FORM
EXAMINATION RESULTS

ST JOHN'S SCHOOL

EXCELLENCE • LEARNING • LEADERSHIP

Please remember that your results are very confidential pieces of data and must be treated by the School with the utmost care. Therefore, the preferred method of collection is in person on the day of the results. The alternative arrangements below are only available in those instances when there is a legitimate reason why you cannot collect your results personally.

STUDENT'S NAME:

YEAR GROUP: **DATE OF REQUEST:**

If you are unable to collect your GCSE or GCE results on the day of publication there are a number of options:

- Posted to your home/alternative address
- Collection by a nominated person
- Calling the School on the day*
- The School emailing you to a nominated email address**

*this should be after 08:00 am Cyprus local time.
**we cannot guarantee security, particularly for Hotmail, Yahoo type accounts.

Please tick which method you would like below and then complete the full details, as appropriate, overleaf and sign overleaf.

In person: I will be calling into school to collect my results

I would like my results posted to the address overleaf.

I would like my results collected by a third party.
(The nominated person must bring ID with them).

I am away and would like to telephone the School and have my results read to me over the telephone.

I would like to have my results emailed to me.

POSTAL ADDRESS:

Address Results/Certificates to be sent to (Please use Block Capitals and ensure you have the correct postal code):

NOMINATED PERSON TO COLLECT (Please ensure this person brings photo ID with them)

NAME OF PERSON: _____

RELATIONSHIP TO YOU: _____

TELEPHONING INTO SCHOOL:

You cannot telephone in to school until after 08:00 am Cyprus local time, please ensure you allow for this when calculating your time to call. You will also be asked to confirm about 2 other forms of data which we will hold on you e.g. first line of your home address.

EMAILING RESULTS

Please remember the data security risk using this method, particularly if using a Hotmail or similar account, and we cannot be held responsible if your results do not remain secure as a result of using such an account.

(PLEASE USE CAPITAL LETTERS)
EMAIL ADDRESS TO BE USED: _____

(This email will not be sent until after 10:00 am Cyprus local time)

SIGNATURE: _____

PRINT NAME: _____   **DATE**: _____

WHEN COMPLETED PLEASE RETURN THIS FORM TO THE EXAMS OFFICER