

RESULTS AND CERTIFICATES COLLECTION FORM

Candidate Name		Candidate No.		Year Group	
Email Address *					
Candidate Signature				Date	

* The candidate's personal email address will also be used for any enquiries about results which require the candidate's consent.

EXAM RESULTS

Please remember that your results are confidential pieces of data and must be treated with the utmost care by the school. 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.

- Results should be sent to my personal email address. *
- I give permission for my representative, _____ to collect results on my behalf. I confirm that my representative will provide photographic ID on collection.
- In person: I will be calling into school to collect my results.

CERTIFICATES

The normal arrangement for collecting certificates is in person from the Exams office. If you are unable to collect your certificates in this way, please indicate below your preferred method by ticking the relevant box and completing the required information.

- Certificates should be sent to my home address. 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.
- Address:
- I give permission for my representative, _____ 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.
- In person: I will be calling into school to collect my certificates.

Completed forms should be returned or emailed to the Exams Officer at christos.christofi@modschools.org