

Instructions for completing the Results Collection Form

This form will be emailed to you and must be completed online by 20th March 2025

To receive your exam results without any issues, please follow the instructions below when completing the form.

Step 1: Enter your personal information

Fill in the following details:

- **Candidate Full Name:** Enter your first name and surname.
- **Year Group:** Select your current year group from the options provided.
- **Personal Email Address:** Enter a valid personal email address where your results will be sent.

Step 2: Choose how you want to receive your results

In addition to receiving a copy of your results via email, please select one of the following options:

- **Collect in Person:** You will collect your results at school on results day.
- **Authorise a Representative:** If you cannot collect your results in person, you may authorise someone to collect them on your behalf. You must:
 - Provide the full name of your representative in the form.
 - Inform your representative that they must bring their own identification when collecting the results.
- **No Additional Action Required:** If you do not need a paper copy, you will receive your results via email only, and no further action is required.

Review all your details carefully before submitting the form.

Ensure your email address is correct, as this is where your results will be sent.

If you have any questions or require assistance, please contact the Exams Officer

(Please turn over for instructions on how to complete the Certificates collection form)

Instructions for completing the Certificates Collection Form

This form will be emailed to you and must be completed online by 20th May 2025

To ensure a smooth process for collecting or receiving your exam certificates, please follow the instructions below when completing the form.

Step 1: Enter your personal information

Fill in the following details:

- **Candidate Full Name:** Enter your first name and surname.
- **Candidate Number:** This can be found on your Statement of Entry.
- **Year Group:** Select your current year group from the options provided.

Step 2: Indicate your next steps

You must select one of the following options:

- **Staying at school next year:** If you are continuing at the school, choose “I will be staying” and submit the form. You will collect your exam certificates in person from the school when they are available.
- **Transferring to another school or leaving:** If you are leaving the school, you must choose how you would like to receive your certificates:
 - **Receive certificates by post:** Provide your full home address in the form. Your certificates will be posted to this address.
 - **Authorise a representative to collect certificates on your behalf:** Provide the full name of your authorised representative. Inform your representative that they must bring their own identification when collecting the certificates.

Review all your details carefully before submitting the form.

If you have any questions or require assistance, please contact the Exams Officer