



Hazel Wood
High School

Respect Responsibility Aspiration

Tuesday, 13 December 2022

Re: Collection of Examination Certificates

Examination certificates are ready for collection, and can be collected on Tuesday 10th January 2023 between 3.30pm and 5.30pm. There will be refreshments and light snacks available as well as teaching staff to offer support and guidance on next steps.

Examination Certificates are the evidence of your qualifications and employers and training providers will need to see them throughout your career. It is therefore vital that you collect your certificates and keep them safe.

Don't forget to bring some form of ID with you. If, however, you are unable or wish another person to collect your certificates on your behalf, you must provide us with a letter of authorisation; this letter must state the name of the person collecting them and their relationship to you. You must print and sign your name and date it.

The person collecting your certificates will be required to sign, confirming that they have collected them on your behalf. They will also need to bring a form of ID with them to confirm their identity. We are not able to release any certificates without this.

If no one is available on the date listed above, certificates will be kept securely for one year and then must be destroyed as part of exam board regulations. Please be aware a cost (minimum £30 per certificate) from the exam board will apply to any lost or centre destroyed certificates, should you require them. This is something you would need to arrange yourself.

Please do not hesitate to contact me if you need any further information.

Yours sincerely,

Claire Carlyle
Data, Assessment and Exams Officer

Headteacher: Mr Paul Greenhalgh

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