

Certificate collection information for candidates

Certificates are available for collection, as follows:

Date(s)	18 th – 22 nd November 2019	Time	Between 10.30 am -12.00 pm
Collection point	Front Reception Office	Please bring ID with you.	

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

Checking certificates

On collection and prior to leaving the Centre, 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.

Unclaimed certificates

Awarding Bodies have agreed a standard procedure for dealing with unclaimed certificates in that centres may destroy any unclaimed certificates by a secure method (eg, by shredding or incineration) after holding them for a minimum period of 12 months from the date of issue. Welland Park Academy's policy, however, is to hold unclaimed certificates for a minimum of 24 months before destroying. After this time, the Centre will keep a record of all certificates destroyed which will be kept for a further period of four years from the date of their destruction.

In case of query, please contact Ms J Daly, Examinations Officer on 01858 464795 or email examsofficer.wp@wellandparkacademy.com.



Candidate permission form Certificate collection

The normal arrangements for collecting certificates are on 18th – 22nd November between 10.30 am -12.00 pm.

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

Candidate name			
<input type="checkbox"/> Certificates should be sent to my home address [*] (see below). 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 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.			
Candidate signature			Date

**Important - certificates will be sent to the address held on record at the Centre via standard 1st class post. Any change of address should be notified through the official change in details process or emailed to examsofficer.wp@wellandparkacademy.com. The Centre does not take any responsibility for certificates sent out to addresses where either of these processes have not been followed.*

Completed forms should be returned to Ms J Daly, Examinations Officer by 13th November 2019