

Exam Certificate Collection

Your 2020 exam certificates are now ready for collection. Certificates can be collected from main reception between 10am and 2.30pm Monday to Thursday, 10am and 3pm on a Friday.

In order to keep us all safe, we ask that you wear a facemask when you arrive and observe social distancing while you are waiting and do not arrive in groups, only one person at a time will be allowed in to the main reception area. Please bring your own pen with you to sign for your certificates and do not stay on school grounds after you have collected your certificates. Please do not come to school if you are isolating.

Your certificates are important legal documents that you will need throughout the course of your career. Employers, colleges and universities often insist on seeing original qualification certificates. Please make every effort to collect your certificates and keep them safely. We cannot keep certificates in school for extended periods of time. Replacement certificates will cost you over £40.00 from each exam board.

If you cannot attend in person, you can ask a friend or relative to collect on your behalf. They must bring a signed copy of the form below with them, signed by you. If you cannot arrange collection on this date, please email the exams office to arrange an alternative date : exams@orchard-tmet.uk

We wish you every success in your future studies and careers.

Mrs S Lane

Examinations manager

Exam Certificate Release Form 2020

I _____ (full name of student)

authorise _____ (full name of relative)

to collect my examination certificate(s) on my behalf.

Signature _____

Date _____