



## ORCHARD MEAD ACADEMY

**Orchard Mead**

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**Executive Principal:** Mr M Oldman

### Exam Certificate Collection

Your 2021 exam certificates are now ready for collection. Certificates can be collected on Thursday the 9<sup>th</sup> December 2021, from 3.15pm – 4pm in student reception.

In order to keep us all safe, we ask that you wear a facemask when you arrive on the school site, observe social distancing while you are waiting and do not arrive in groups, we are also asking that you do not stay on the 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 safe. We cannot keep certificates in school for extended periods of time. Replacement certificates will cost you over £45.00 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](mailto:exams@orchard-tmet.uk)

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

*Mrs S Lane*

Examination's manager

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**Exam Certificate Release Form 2021**

I \_\_\_\_\_ (full name of student)

authorise \_\_\_\_\_ (full name of relative)

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

Signature \_\_\_\_\_

Date \_\_\_\_\_



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