**Summer 2021 Exam Certificates collections and Collection Authorisation Form**

Summer 2021Exam Certificates will be available for collection in January 2022 (when the school opens after the Christmas Holidays - **please check the school’s website in January 2022 for collection details**). Once collected, Wreake Valley Academy will not be responsible for any loss or damage to certificates.  All certificates not collected by May 2022 will be sent back to the Exam Boards who charge a fee for any Replacement Certificates issued by them. Therefore, please be advised to collect your certificates in person in January 2022.

**Checking your Certificates**:

Upon collection, you should carefully check the number of certificates you have received, that your personal details and the final grades issued to you are shown correctly on each certificate. You will be required to sign that you have collected your certificates and confirm that they are correct. Discrepancies must be reported immediately to the Exams Officer ([ipancholi@wreake.bepschools.org](mailto:ipancholi@wreake.bepschools.org)) as Exam Boards will charge you a fee for late notifications.  Where amendments are required to be made to certificates, please return the original certificate to the Exams Officer before exam boards will issue replacement certificates.

**Certificate collection:**

If you are unable to collect your certificates yourself, please complete the information below to authorise a member of your family or a close-friend to collect on your behalf (including any siblings who currently attend Wreake Valley Academy / Bradgate Sixth Form).  They **must**bring a completed copy of this Authorisation-Form, signed by you, authorising them to collect on your behalf.

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Name:**  (please print): | **………………………………………………………………………………………………………………………………………**  **:** | | |
| I give permission for my representative to collect my certificates on my behalf. I confirm that my representative will present this completed form to you and will sign to confirm collection and that they have checked my personal details and grades are correct. | | | |
| **Candidate Signature:** | **……………………………………………………………………………………………………………** | | **Date:**  **………………………** |
| **Please print here the Name of Person** you have authorised to collect your Certificates on your behalf**:** | | **……………………………………………………………………………………** | |
| **Signature of Person** collecting your Certificates on your behalf: | **…………………………………………………………………………………………………………** | | **Date collected:**  **……………………** |

Completed forms should be brought along by your nominated person – they will not be given your certificates in absence of this Authorisation-Form signed by yourself. In case of query, please contact the Exams Officer Mrs Pancholi at [**ipancholi@wreake.bepschools.org**](mailto:ipancholi@wreake.bepschools.org)(0116 264 1080 Ext: 221)