

**Head**  
Rupert Moreton, BA, MA, M.Ed

## Cheney School

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*Think for yourself, act for others*

## Collection of June 2017 Examination Certificates

15 November 2017

Dear Former Student and Parents/Carers,

Well done on your achievements in the summer 2017 exams!

Certificates from exams taken in June 2017 are now in school. Certificates are available for collection from Main Reception at Cheney School from

**27 November 2017** through to **16 March 2018** between 9:30 **AM** and 2:30 **PM**.

After this date certificates will need to be requested directly from the Cheney School Exams Office.

**You will need to bring photo identification** with you and **sign the form below**.

Someone else may collect on your behalf as long as you **fill in** and **sign the form** below. The person collecting must bring this form and their own **photo identification** with them.

Alternatively, if you wish us to post your certificates to you, please complete the form below and return it to the Exams Office with a payment of **£4.00** to cover the cost of a recorded delivery.

Please make cheques payable to Cheney School.

If you have any further questions about collection of certificates, please contact the Exams Office on (01865) 755270 or [mf@cheney.oxon.sch.uk](mailto:mf@cheney.oxon.sch.uk).

Yours sincerely

Marie-Anne Fischer  
Examinations Manager  
[mf@cheney.oxon.sch.uk](mailto:mf@cheney.oxon.sch.uk)  
01865 755270





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## Certificate collection form

| Candidate name   | Yr 11 | Yr 12 | Yr 13 | Please circle |
|--|-------|-------|-------|---------------|
| <input type="checkbox"/> Certificates should be sent to my home address*. A payment of £4.00 is enclosed with this form. 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. |       |       |       |               |
| Address Line 1   |       |       |       |               |
| Address line 2   |       |       |       |               |
| Address line 3   |       |       |       |               |
| Postcode   |       |       |       |               |
| <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          |
| Representative signature   |       |       |       | Date          |

*\*Unless provided certificates will be sent to the address held on record at the centre. Any change of address should be notified through the official change in details process. The centre does not take any responsibility for certificates sent out to addresses where this process has not been followed.*

