

Examination Certificate Collection 2018

We advise that students will be able to collect their certificates for external examinations taken in May and June 2018 at Stratford upon Avon School from Tuesday 27th November 2018.

Students who currently attend our school must go to reception during morning break to collect their certificates. The opportunity to collect certificates during morning break will run from Tuesday 27th November to Friday 30th November.

Students who no longer attend the school should email examsanddata@stratfordschool.co.uk to indicate the date they can visit school to collect their certificates. Certificates will be made available from the school reception between 9.30am and 4.30pm on the nominated date. We do require a minimum of 2 working days' notice prior to the collection date. Students are required to bring photo identification e.g. a drivers' licence or passport. If someone else is collecting certificates on their behalf a signed letter of authorisation must be provided by the student. The authorised person must also provide proof of identification.

All certificates must be checked for errors at the time they are collected. Any incorrect information detailed on certificates must be reported immediately to the Exams Office.

It is important that certificates are collected promptly. Certificates collected after Tuesday 11th December 2018, and then identified as having errors e.g. spelling, incorrect date of birth etc., will be the student's responsibility to replace directly with the relevant Awarding Body. Please be aware that Awarding Bodies will charge a fee to reproduce certificates.

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates and as such the school is only obliged to keep certificates for a period of 12 months. Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the Awarding Body that issued the certificates.

Thank you


Exams Office

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