



The Nelson Thomlinson School

Examination Certificate Collection Form

If you are unable to collect your examination certificate(s) in person, these can be collected on your behalf by a nominated individual.

This form should be completed and handed to the Exams Officer by your nominated individual at the time of collection. All nominated individuals must provide photographic ID (unless certificates are being collected by a sibling currently in school) and all certificates must be signed for; in the absence of pupil permission, certificates cannot be issued.

Pupil / student details:

Pupil / student Name: _____

Form: _____

Date of Birth: _____

Qualification level (GCE / GCSE): _____

Nominated individual details:

I confirm that I give permission for the following to collect my examination certificate(s) on my behalf:

Name: _____

Relationship: _____

Once certificates have been collected and signed for, these should be kept in a safe place; we as a school do not retain copies of exam certificates and if misplaced, you will need to contact the awarding bodies directly to request replacements for which a significant fee will be charged per requested certificate.

Pupil / student signature: _____

Date: _____