



EXAM RESULTS, POST EXAM SERVICES AND COLLECTION OF EXAM CERTIFICATES

Results will be available for collection in the middle of August. We are not able to email results.

Post Result Services opens on results day.

We do not physically take delivery of the exam certificates until November/December of the same year.

- Internal students are advised by email where and when they are to be collected.
- Former Students need to complete [Candidate Collection Permission Form](#) stating their intent to collect or, upon payment of fee, have them mailed out.

Unclaimed certificates will be kept securely for one year and then will be securely disposed of as part of exams board regulations.

Please note: If your certificate has been disposed of and your wish to obtain a replacement, Awarding Bodies have information on how to do this on their websites. In some cases they will provide a certifying statement rather than a certificate, but in either case you will incur a fee from the Exam Board for this service.

Unclaimed Summer 2017 Certificates: Please email: exams@fc.tchs.uk.net

KEY DATES 2017/2018

RESULTS DAY

GCE RESULTS DAY: Thursday 16th August 2018, St Joseph's House

Yr13 Students: 07:30am -12 noon

Yr12 Students: 10:00am -12 noon

GCSE RESULTS DAY: Thursday 23rd August 2018, St Joseph's House

All students: 8:00am -12 noon

COLLECTION OF EXAM CERTIFICATES

Internal Students: Date to be advised

Past Students: Wednesday 19th December 2018 10:00am -02:00pm



If you are not returning to the school after the summer holiday your certificates will be available for collection as follows:

| | | | |
|-------------------------|--|--|------------------|
| Dates | Wednesday 18 th December 2018 | Times | 10:00 am -2:00pm |
| Collection point | St Joseph's House | Identification must be provided on collection | |

Checking certificates

On collection, you should carefully check that your personal information (name, date of birth, gender) is correct and that the correct final grade(s) issued to you is/are shown. You will be required to sign that you have collected your certificates and confirm they are correct. You can authorise somebody to collect your certificates, see permission section below.

Uncollected certificates

Will only be mailed out to you upon payment of an admin fee of £6.00, to cover the cost of 'signed for' post and packaging, we are unable to take responsibility for them if they are lost in transit.

Certificates will be retained until the end of December 2019



Candidate Permission Form 2018

Certificate collection

| | | | |
|---|--|-----------------|--|
| Candidate name | | Exam No: | |
| <input type="checkbox"/> I will collect my certificates in person. | | | |
| <input type="checkbox"/> I give permission for my representative [<u>insert name of representative here</u>] 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. | | | |
| <input type="checkbox"/> Certificates should be sent to my home address*. 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. | | | |
| <input type="checkbox"/> I have made payment via ParentPay 'Exams: EXAM CERTIFICATES POSTAGE FEE DECEMBER 2018' | | | |
| Candidate signature | | Date | |

*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.

This completed form should be returned to the **Exams Office** by **22nd September 2018**