Exam 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 Exam Team by your nominated individual at the time of collection.

All nominated individuals must provide photographic ID and all certificates must be signed for. In the absence of student permission, certificates **cannot** be issued.

Student Details:

Student Name:	
Tutor Group:	
Date of Birth:	
Qualification Level(s): *(GCE, GCSE, BTEC)*	

Nominated Individual Details:

Name:	
Relationship:	

Once certificates have been collected and signed for, these should be kept in a safe place.

West Lakes Academy do not retain copies of examination certificates and therefore, if misplaced, students will need to contact the relevant awarding body to request misplacements, for which a significant fee will be charged per requested certificate.

Student signature: _____

Date: _____