

Collecting Your Certificates

Please read this notice carefully it contains vital information about your exam certificates

- ❖ Certificates are issued at awards evening. Any certificates not collected on the evening will be available for collection from the school reception in person after this date. When collecting your certificates you will need to present identification and ensure you sign the Collection Register.
- ❖ If you are unable to make the collection in person, you may nominate a trusted person to collect them on your behalf. Please contact the exams office to request a **Third Party Certificates Request** form.
- ❖ We can post your certificates to your home address on request. Please pay via parent pay £5.00 to cover the cost of **Recorded Delivery**. Please contact the exams office to request a **Certificate Postage Request** form.
- ❖ You must look after your certificates as they are very expensive to replace and obtaining a Statement of Results from examination boards is a very time consuming process. Not all awarding bodies offer a replacement service. You are personally responsible for replacement costs. You will be required to present original certificates at universities and at interviews.
- ❖ The Academy is only required to retain certificates for a period of 12 months; it is your responsibility to collect them. We keep them for five years, your certificates will be held at LPA until 1st September 2020. After this date you will need to purchase replacements from the exam boards. They can cost up to £50 each to replace.
- ❖ When the certificates have been issued, The Academy cannot be held responsible for any loss or damage to your certificates.

Any queries regarding your certificates should be emailed to the exams officer.

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