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|  **Exam Certificates**Three ways to receive your official exam certificates.Options:

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| 1: Recorded Delivery | Payment of £3 via St Edward’s Academy website (<http://www.stedwardsacademy.co.uk/contact-us/parentpay-external-payments/>)*.* Please email exams@steds.org.uk to confirm payment has been made*(address on school system will be used for posting)* |
| 2: Collection by candidate | Collect from school reception (check website for information regarding date certificates will be available – this is usually in December) |
| 3: Collection by family/friend | Give this signed form to your family/friend |

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| **Candidate Name** | **«Full\_Name»** |
| **Candidate Number** | **«Exam\_Number»** |

**Why do I need them?** You will be asked to prove your exam results to colleges, universities or employers throughout your education and working career.**Uncollected Certificates:** We are only required to retain your certificates for 12 months.**Lost Certificates:**If you lose your certificates, you can purchase a ‘Statement of Results’ from each exam board at a cost of £40+ each. With that in mind please keep your certificates in a safe place. **Please sign for Option 3:**

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| I give permission for [ \_\_\_ insert their name here \_\_\_ ] to collect and sign for my certificates, I will ask them to bring photographic ID. |
| **Candidate Signature** |  | **Date** |  |

Any enquiries, please contact Mrs Bridge, Exams Officer: exams@steds.org.ukSt Edward’s Academy, London Road, Romford, Essex, RM7 9NX 🕿 01708 730462«Next Record» |  | **Exam Certificates**Three ways to receive your official exam certificates.Options:

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