



December 2018

Dear student

We are contacting you to inform you that your examination certificates are available for collection from the school office Monday to Friday 9:00am to 4:30pm. These certificates must be collected in person by yourself or a parent/guardian and signed for.

Examination boards will only issue certificates once. If they are lost or destroyed the examination board will issue a print out (not a certificate) of results at a cost of approximately £35 per certificate.

If your certificate requires any amendments, they must be returned within 3 months after which there will be charge for the service. After 12 months any uncollected certificates will be returned to the relevant examination boards.

Yours Sincerely

M Maguire

Examinations Officer