

Distribution of Exam Certificates

November 2019 Exam Series (available in March 2020)

Students will be notified by email that the certificates are available for collection from the Exams Office. If you are no longer a student at Queen Elizabeth Sixth Form College we will post them to your home address on record.

Summer 2020 Exam Series (available in December 2020)

These will be posted to your home address that we have on record. If you are still a student at Queen Elizabeth Sixth Form College you will be contacted to come and collect them from the Exams Office.

Please remember that if you move house you must inform the college so that your certificates are sent to the correct address.

If you are unable to collect your certificates and would like someone to collect them on your behalf you will need to complete the **Certificate Collect Request** form which is available to download from the college website.

Any uncollected or returned as undeliverable exam certificates have to be sent back to the relevant Exam Board to be destroyed 12 months after they have been issued. It will then be your responsibility to request replacements from the awarding bodies. Please note that there is a charge for this service which can be approximately £50 per certificate (depending on the awarding body).