

## Certificate collection information for candidates

Certificates are available for collection at the following dates:

Exam series	After date...
Summer series	10 <sup>th</sup> November
November series	1 <sup>st</sup> March
January series	1 <sup>st</sup> May

Students continuing at Linwood School, Summerwood College, Post 16, or CHI campus do not need to make any arrangements to collect certificates as they will be issued at school.

For all other students who have left the school, certificates are available for collection from Linwood Main Campus. Identification must be provided on collection.

If you are unable to collect certificates yourself, and you will be sending someone else OR you would like your certificates posted to you, please complete and return the form below.

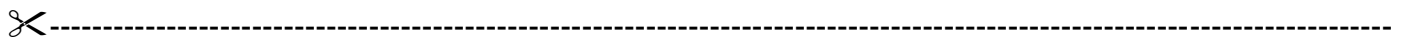
### Checking certificates

On collection, you should carefully check that your personal information is correct and that the correct final grade(s) issued to you is/are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

### Uncollected certificates

Uncollected certificates will be retained for a period of 12 months, after which they will be confidentially destroyed.

In case of query, please contact the **Exams/Data Manager** on **01202 525107** or **exams@linwood.bournemouth.sch.uk**.



## Candidate permission form

### Certificate collection

Please tick one box below

- Certificates should be sent to my home address\*. I confirm that I am taking full responsibility in case of loss of my certificates during the postal process and in case any details on my certificates are incorrect.
- I give permission for my representative [[insert name of representative here](#)] to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct.

<b>Candidate name</b>		<b>Candidate signature</b>		<b>Date of signature</b>	
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\*Certificates will be sent to the address held on record at the centre. Any change of address should be notified through the official change in details process. The centre does not take any responsibility for certificates sent out to addresses where this process has not been followed.

**Your completed form should be returned to**  
**Exams Office, Linwood Main Campus, Alma Road, Bournemouth, BH9 1AJ**