

Examination Certificates

GCSE examination certificates are usually received in school in the November following the summer examinations.

We subsequently hold a GCSE Presentation Evening in order to award certificates and subject prizes. Students can also collect any coursework that has been released by the board. If students are not able to attend they will need to make arrangements to collect certificates from school.

They can:

- Collect certificates in person from the school office. The office is generally open from 8am until 4pm. We would recommend students call in advance to check that their certificates will be available on the day and to ask for any coursework to be brought down to the office in order to avoid a wasted journey.
- Alternatively parents or other adults may collect certificates on a student's behalf. The student must provide written authority for us to release documents to someone else and again we recommend that they give us a quick call to make arrangements in advance.

The examination boards no longer provide replacement copies of examination certificates; it is essential that students have their certificates, as they will need them for job and university applications.

We retain the certificates in school for 12 months after we receive them. Certificates are securely destroyed after this time. We are required to do this by the examination boards.