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| **Exam Certificates**  Three ways to receive your official exam certificates.  Options:   |  |  | | --- | --- | | 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](mailto: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 |  |  |  | | --- | --- | | **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:**   |  |  |  |  | | --- | --- | --- | --- | | 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.uk  St Edward’s Academy, London Road, Romford, Essex, RM7 9NX 🕿 01708 730462«Next Record» |  | **Exam Certificates**  Three ways to receive your official exam certificates.  Options:   |  |  | | --- | --- | | 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](mailto: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 |  |  |  | | --- | --- | | **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:**   |  |  |  |  | | --- | --- | --- | --- | | 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.uk  St Edward’s Academy, London Road, Romford, Essex, RM7 9NX 🕿 01708 730462 |