



Priory School
Certificate and coursework collection information for candidates

Certificates and coursework for the summer 2018 examination series will be available for collection from school on **Tuesday 18th December 2018 from 5-7pm.**

If you are unable to collect your certificates/coursework and would like a named representative to collect on your behalf, please complete and sign the slip below.

Please note that, due to GDPR regulations, we are only able to release your examination certificates and coursework to your appointed (named) representative. Your representative must present the original copy of the signed authorisation slip below along with photographic identification.

Checking certificates

On collection, you should carefully check that your personal information (name, date of birth, etc.) 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

Any uncollected certificates will be held by the school until the start of term in January 2019, in order to avoid the busy Christmas postal period. Certificates will then be posted by tracked second class delivery to the address held on record.

**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.*

Uncollected coursework

It will also be possible to collect coursework on **Wednesday 9th January 2019 from 4-7pm.** Please contact Mrs Roberts if you intend to collect on this date so that your coursework can be prepared for collection. Any coursework that remains uncollected will be held by the school until the end of the academic year. Please contact Mrs Roberts at exams@priory.e-sussex.sch.uk to arrange an alternative and mutually convenient time.

In case of query, please contact Mrs Roberts at exams@priory.e-sussex.sch.uk.

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Candidate permission form - Certificate Collection

Candidate Name:

I give permission for my named representative: _____
to collect my examination certificates on my behalf.

I give permission for my named representative: _____
to collect my coursework for the following subjects on my behalf.

(List subjects)

I confirm that my representative will provide the original signed copy of this slip along with photographic ID on collection and will sign to confirm collection.

Signed (Candidate):

Date: