

# RECEIVING YOUR EXAMINATION CERTIFICATES

**PLEASE REMEMBER TO COLLECT ALL GCSE/BTEC/AS/A LEVEL CERTIFICATES FROM THE MAIN SCHOOL RECEPTION FROM MID-NOVEMBER 2017.**

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**\*If you wish to have your Certificates posted to you - Please complete the following Form:**

Candidate Name		Date of Birth:		Contact Number:	
<input type="checkbox"/> Please send all my Certificates by “trackable post” with Royal Mail. I will not be collecting my Certificates from Rednock School Reception in November 2017. Please PRINT IN BLOCK CAPITALS the address to be used* *..... ..... .....Post Code:..... I enclose £2.50 to cover the cost of “trackable” postage and a board back envelope. Cash/Cheque* (delete as applicable). *Cheques should be made payable to ‘Rednock School’.					
Candidate signature		Date			
Completed forms should be returned to Mrs Sellar (Exams Officer), Rednock School, Kingshill Road, Dursley, Gloucestershire GL11 4BY.					

***Certificates are important legal documents –required for C.V.’s, job applications and to verify your ‘Statement of Results’.***

***PLEASE KEEP THEM IN A SAFE PLACE***

The School is required to keep certificates for one year only, after that time, any uncollected certificates may be destroyed.

Exam Boards will provide replacement Certificates at a cost of approximately £43 each.

