



Examination Certificates

Dear former student,

For students who left the academy during July 2016, or who took examinations in year 8, Examination Certificates will be available for collection from the Academy reception between the following dates/times.

Mon 12/12/16 to Tues 20/12/16 between 9am and 4.30pm

Thu 05/01/17 to Fri 13/01/17 between 9am and 4.30pm

Outside of these dates please ring the Examinations Office to arrange a mutually convenient time on one of the numbers below.

Important

Examination Certificates are valuable and should be kept safely, (in the same way as you would a birth certificate, driver's license etc.). Not all Examination Boards will provide replacement certificates. Those that do will charge in the region of £40 per certificate or a similar amount for providing a statement of results.

Due to the valuable nature of certificates we regret that they cannot be posted but must be collected by yourself, in person. Friends may not pick up your certificates for you. A close relative may collect for you, provided we have written permission from you in advance. A form of identification will be required by the person collecting the certificates.

Certificates will need to be signed for on collection.

Yours faithfully

On behalf of Exams Office team

Telephone: 01933 231284/ 01933 231268

E-Mail : exams@hattonacademy.org.uk