



### Exam Results Collection

If students are not able to collect their results in person, on or after results day, they will need to either:

- provide a stamped, addressed envelope, or
- nominate someone in writing to collect them on their behalf (we must have signed, written consent naming their representative, who will need to bring ID with them. An email is not sufficient, as we have to have the signature to keep on file). In either case, students will need to complete a 'permission to collect' slip (below).

We cannot release a student's results to a third party, even a parent or sibling, without their written permission and are not able to automatically post out any results which are not collected. We cannot give results over the phone. Results cannot be sent via email.

### Exam Certificate Collection

If students are not able to collect in person, they will need to:

- nominate someone in writing to collect them on their behalf (we must have signed, written consent naming their representative, who will need to bring ID with them. An email is not sufficient, as we have to have the signature to keep on file). In either case, students will need to complete a 'permission to collect' slip (below).

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### Third Party Collection – Permission Slip

Student name.....(Print)

I authorise the person named below to collect and sign for my examination results / certificates (please delete as appropriate) on my behalf.

Name of person collecting..... (Print)

Relationship to Student..... i.e. Parent (Print)

Student Signature.....

Date.....

**The person collecting certificates will be required to produce a form of photo identification i.e. Driving Licence/Passport and this permission slip.**