

15 March 2022

Dear Parent or Carer,

RE: Examination Certificates

I am pleased to be able to inform you that following recent easing of COVID restrictions we are now in a position to invite students to collect summer 2021 exam certificates.

Certificates can be collected in person by the student from ACE Reception between the hours of 8.30 am and 4.30 pm during term time. They will need proof of ID when they come to collect these.

Due to Data Protection requirements, if the student is unable to collect in person, then these are the options available to make alterantive arrangements:

- **Arrange for someone to collect the certificates on their behalf:** we will need written consent from the student that this nominated person has permission to collect the certificates. Please complete Appendix 1. The nominated person will need to bring this with them along with their own proof of ID.
- **Arrange to have the certificates posted home:** the student should please complete and return Appendix 2 to the Exams Office (exams@driffieldschool.org.uk). A payment of £3.00 must also be made to cover postage costs. Please email the Finance Office (finance@driffieldschool.org.uk) to arrange for payment to be made by BACs. Certificates will not be posted until a payment has been received.

We are bound by JCQ rules to destroy any uncollected certificates and would ask that they are collected by **1 April 2023**. Certificates are important documents and future replacements are available ONLY from the awarding bodies (of which we use multiple) at an approximate cost to the candidate of £40 per certificate.

We receive many enquiries from past students who have failed to collect their certificates and later urgently require them. This may be for prospective employers, educational establishments, or for the completion of official documents (for example a UCAS application).

If you have any queries, please do not hesitate to contact me.

Yours faithfully,



Mrs L Stylianou
Exams Officer
exams@driffieldschool.org.uk

Appendix 1



I am unable to collect my certificates in person. I therefore give permission for another individual to collect them on my behalf.

He/she will bring proof of identity to enable my certificates to be released.

Student name:

Candidate number:

Name of person picking up on student's behalf:

Student signature:

Date:

The person nominated to collect the certificates must bring this completed form to the ACE Reception with proof of their identity

Appendix 2



I am unable to collect my exam certificates in person. I would like the certificates to be posted to the address below, and I will arrange for a payment of £3.00 to be made to Driffield School and Sixth Form:

Postal address for certificates:

Student name:

Candidate number:

Student signature:

Date:

**Please return to Driffield School and Sixth Form Exams Office
(exams@driffieldschool.org.uk) and email the Finance Office
(finance@driffieldschool.org.uk) to arrange for payment to be made by BACs.
Certificates will not be posted until a payment has been received.**