

Collection of GCSE and BTEC Certificates Year 11 Summer 2019

If you are unable to attend presentation evening held in late November please make arrangements to collect your certificates from reception. The Ramsey Academy reception is manned daily from 8.00am until 4pm from Monday 2nd December – Friday 20th December 2019 for you to collect these. When you collect you will be requested to sign for these as they are classed as legal documents.

If it is necessary for someone else to collect these on your behalf, you will need to provide authorisation for this by way of a signed letter giving your permission. The person collecting on your behalf will need to present this letter at reception and bring photographic ID with them in order for us to release these documents.

Certificates that remain uncollected will be archived for a short period of time. After which the examination boards request that these are destroyed. Unfortunately if you then require evidence at any point in the future, you will have to contact each examination board and request a 'certified statement of results' as exam boards do not issue replacement certificates. This is a very time consuming for you especially if you are needing these for employment and there is also a substantial fee for this service.

Therefore, we would strongly advise that you collect your certificates for future reference and store them safely as you will need them for years to come.

With very best wishes for your future endeavours.

Mrs Christa Emberson

Examinations Officer for the Ramsey Academy

September 2019

