



Rossett School

Success for everyone

November 2016

Dear Student

Examination Certificate Collection 2016

I am pleased to inform you that you will be able to collect your certificates for external examinations taken in May and June 2016 at Rossett School between Friday 25 November and Friday 9 December 2016.

All certificates must be checked for errors and grade changes and any errors or corrections **must** be reported immediately to the Exams Office. Certificates collected **after** Monday 12 December and identified as having errors e.g. spelling, incorrect date of birth will be the student's responsibility to replace directly with the exam board and will incur a fee.

Students who currently attend school can collect their certificates from Reception during morning break only.

If you no longer attend Rossett you should email exams@rossettschool.co.uk to indicate a date when you can collect your certificates from reception (between 9.30am and 4.30pm) allowing 48 hours' notice. Please bring photo identification e.g. a drivers' licence or passport; if someone else is collecting certificates on your behalf a signed letter of authorisation must be provided by you. The authorised person must also provide proof of identification.

Exam certificates should be kept safe as they may be required at a later date. The awarding bodies now implement a standard procedure for dealing with unclaimed certificates and as such the school is only obliged to keep certificates for a period of 12 months. After this time, any queries concerning unclaimed certificates should be directed to the awarding body that issued the certificates. Furthermore, awarding bodies are not able to replace lost certificates but will issue a "Certified Statement of Results" at a charge.

Should you require further clarification please do not hesitate to contact me phiggins@rossettschool.co.uk.

Yours sincerely

Miss P Higgins
Exams Officer

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