

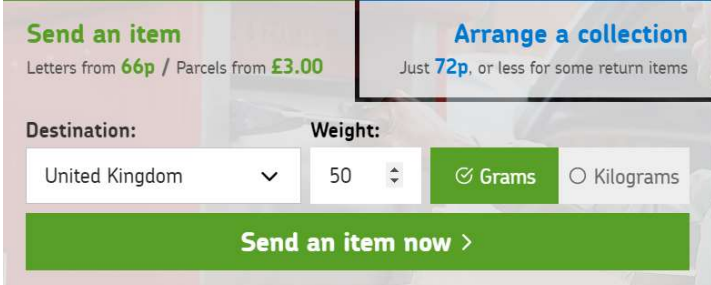
# Certificate Collection Information

Candidates have two options for obtaining their certificates:

- **Option 1 – collect your certificate(s) in person during school hours.**
  - You should bring in your I.D. and you will be asked to sign to prove that you have collected them.
  - Please call ahead so that we can ensure someone from the Exams Office will be available to assist you.

Certificates will NOT be issued to any person other than yourself unless that person has a signed, written authorisation from you to collect certificates on your behalf. They must also bring their own I.D with them and sign the collection register. A proforma has been included on the next page if you wish to use it for this purpose.

- **Option 2 – pre-pay for postage from this website: <https://send.royalmail.com/>**
  - The certificate would be classed as a '**large letter**', weighing about 50 grams
  - We strongly advise adding insurance and tracking services
  - Select the option for Royal Mail to **collect** the certificate from Top Grades (66-68 Stanhope Road, St Albans, Herts, AL1 5BL)
  - Email the postage label and date of the collection to [examsoffice@topgradeslearning.co.uk](mailto:examsoffice@topgradeslearning.co.uk)

|                          |  |                             |
|--------------------------|--|-----------------------------|
| Step 1 - Pay for postage |  | Step 2 - Arrange collection |
|--------------------------|--|-----------------------------|

**We only recommend option 2 as a last resort and will not be held responsible for any certificates that go missing.**

- As your provisional statement of results (received on results day) is not an official document and cannot be used as proof of your qualifications, **IT IS VITAL THAT YOU COLLECT YOUR CERTIFICATE(S)**. The centre is obliged to hold certificates for a minimum of 12 months. It is your responsibility to ensure these are collected and kept safe. You will need to provide certificates to colleges, training providers and future employers as the official proof of your qualifications.
- **Replacing lost or damaged certificates is a very time consuming process and also very expensive (minimum of £60)**. Duplicates are rarely issued and to obtain a 'certifying statement of results' you must contact the exam boards directly.

**CERTIFICATES THIRD  
PARTY COLLECTION**



**PERMISSION TO COLLECT A CANDIDATE'S CERTIFICATES**

To Student: Please print and complete this form

\_\_\_\_\_ (Your Name)

\_\_\_\_\_ Address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Date)

**To: Examinations Office**

I will not be able to collect my certificates in person from the Top Grades centre and, therefore, give permission for \_\_\_\_\_ (full name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my certificates.**

Yours faithfully,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_ (Four-digit Candidate Number)

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This form must be handed in when collecting certificates by the nominated person named above for the collection of the student's certificates (as signed above)

**Office Use Only**  
Collector's ID checked – please initial