

EXAM CERTIFICATE PROCEDURES

Certificates will be issued by awarding bodies and posted out to all students' home addresses in November. For the safety and security of the certificates they will be sent via Royal Mail Track and Trace service which requires a signature on receipt. If no one is available to sign for, or collect the certificate envelopes, these will eventually be returned to the school where they will be kept for one year before being destroyed.

Please ensure you notify the Exams Office of any change of address **before** November.

You may be asked to provide your official certificates by universities or employers in future. If your certificates are lost you cannot obtain copies, only confirmation of results documents, and these cost approximately £40 per exam board.

Please do not hesitate to contact the Exams Office with any queries.

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