

5 January 2023

Dear Parent or Carer,

RE: Examination Certificates

We are pleased to inform you that the exam certificates from summer 2022 are now in school and available for students to collect.

Certificates can be collected by the student from ACE Reception between 8.30 am and 4.30 pm during term time. As these certificates are official documents, students will need proof of identity when they come to collect these.

Due to GDPR, if the student is unable to collect in person, then these are the options available to make alternative arrangements:

1. Arrange for someone to collect the certificates on their behalf

- Please complete Appendix 1. We will need written consent from the student that this nominated person has permission to collect the certificates.
- The nominated person will need to bring the completed Appendix 1 with them, along with proof of their own identity.

2. 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. Certificates will be posted using tracked and signed for delivery.
- Once the completed Appendix 2 has been emailed to the Exams Office, you will then be directed to email the Finance Office (finance@driffieldschool.org.uk) to arrange for payment via BACs.
- Certificates will not be posted until a payment has been received.

We are bound by JCQ rules to either destroy, or return any uncollected certificates to the awarding body, and we therefore ask that certificates are collected by 31 December 2023.

Certificates are important documents that may be requested by employers, other education providers or for the completion of official documents and applications. Replacements are only available directly from the awarding bodies (of which we use multiple) at an approximate cost to the candidate of £40 per certificate.

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

Yours faithfully,



Mr M Evans
Assistant Headteacher



Mrs L Stylianou
Exams Officer

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.