

Formal Authorisation for Collection of Examination Results

National Examination protocol makes it clear that examination results are first and foremost the property of the candidate. The candidate is required to give authority to the person who is to collect the results in the event that the candidate cannot attend in person.

This form needs to be handed to the Examinations Office beforehand. The person who has been nominated to collect the results will need to bring a form of identification (eg passport, utility bill)

For the Attention of: Mr C Hughes (Examinations Manager)
 Or
 Mrs J Dodd (Examinations Officer)

Dear Examinations Manager/Officer

Unfortunately, I will not be able to collect my public examination results in person on:

_____ **(insert collection date)**

I am therefore authorising for these to be collected on my behalf by:

_____ **(insert name)**

I understand that they will need to present this letter of authorisation and possess some means of appropriate identification such as a passport or utility bill.

Yours faithfully,

_____ **(Pupil Signature)**

_____ **(Pupil Name – print clearly)**

_____ **Pupil Candidate Number**

_____ **(date)**

_____ **(contact number in the event of a query)**