

Examination Certificate Collection

Summer 2023



We are pleased to advise that students will be able to collect their certificates for qualifications achieved from the Summer 2023 series, taken at Stratford upon Avon School, from Monday 20 November 2023. The process is different for those students who have left school and for those who continue to attend. Please refer to the correct section below.

Important information for ALL students

It is important that certificates are collected promptly. Certificates collected after 19 December 2023, and then identified as having errors e.g. spelling, incorrect date of birth etc., will be the student's responsibility to replace directly with the relevant Awarding Body. Please be aware that Awarding Bodies may charge a fee to reproduce certificates.

1. Students attending school

Students who currently attend school, and took qualifications at Stratford upon Avon School, will be issued their certificates during morning break time **in the Sixth Form lobby area. This will take place during morning break time (10.50-11.10am) on:**

Wednesday 22 November 2023

Thursday 23 November 2023

Students will be required to sign a receipt for their certificates.

Students who joined Stratford upon Avon School in Year 12, and as such took qualifications at another school, should refer to their former school for certificate collection details.

2. Students who have left school

Students who no longer attend Stratford upon Avon School will be able to collect their certificates on an appointment basis. Appointments will be allocated on a first come first served basis.

The collection window will open on Monday 20 November 2023 and close on Tuesday 19 December 2023.

Collection Process

- In the first instance, former students should complete an online form to request a preferred appointment date and time – form link and QR code is below:

<https://forms.office.com/e/TyDBTNumGV>



- Once the form has been submitted, the Exams Office will confirm appointment details by email. If the requested appointment date and time is already allocated, the Exams Office will offer an alternative date and time.
- Requests for collection appointments MUST be sent a minimum of 2 working days prior to the requested appointment date.
- Students are required to bring to the appointment photo identification e.g. a driving licence or passport, in order for certificates to be released.
- Students may authorise someone else to collect certificates on their behalf. This authorisation must be provided at the time of requesting an appointment and include the authorised person's name. The authorised person must provide their own photo proof of identification.
- All certificates must be checked for errors at the time they are collected. Any incorrect information detailed on certificates must be reported immediately to the Exams Office.

Unclaimed Certificates

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates, and as such the school is obliged to keep certificates for a period of only 12 months. Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the Awarding Body that issued the certificates.

If you have any queries concerning the collection of Summer 2023 certificates, please email examsanddata@stratfordschool.co.uk

Thank you

Exams Office
November 2023