

Candidate permission form

Results collection

Results dates:

- **GCE:** Thursday 18 August 2016
- **GCSE:** Thursday 25 August 2016

Results will be available from Reception between 10am and 1pm. Members of the Senior Leadership Team and teaching staff will be available to discuss your results with you, if required.

Uncollected results for years 11, 12 and 13 will be posted out at the end of results day by 1st class mail to the address held on our system*, Results for Year 10 are available for collection on Results Day, and if not collected, will be distributed on the first day of term. If you require your results to be collected by a third party, please provide the required information. Results will not be issued to a third party without written consent.

Candidate name			
<input type="checkbox"/> I give permission for my representative (insert name) to collect results of my behalf. I confirm that my representative will provide photographic ID on collection.			
Candidate signature		Date	

*Any change of address should be notified through the official change in details process. The centre does not take any responsibility for results information sent out to addresses where this process has not been followed.

Completed forms should be returned to Mrs Stinson, Exams Officer, or emailed to m.stinson@marlborough.herts.sch.uk

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Candidate permission form

Certificate collection

Certificates will be available for collection after November 7th 2016, from The Exams Office. We no longer routinely post certificates home. **CERTIFICATES ARE HELD FOR 12 MONTHS ONLY.**

If you are unable to collect certificates in this way, please indicate below your preferred method by ticking the relevant box and completing the required information.

Candidate name			
<input type="checkbox"/> Certificates should be sent to my home address* This will be by Special Delivery for which a charge of £7 will be made.			
<input type="checkbox"/> I give permission for my representative (insert name) to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection.			
Candidate signature		Date	

*Any change of address should be notified through the official change in details process. The centre does not take any responsibility for certificates sent out to addresses where this process has not been followed.