



Collection of Examination Certificates

Certificates are important documents and should be kept in a safe place. Even many years after leaving school, it is highly likely that colleges, universities and employers will ask to see them. Students are therefore strongly advised to remember to collect their examination certificates from school within the time frames detailed below. Students should note that certificates are **NOT** the same as exam result slips.

How long will the school keep my certificates?

The school is only required to hold certificates for a period of **12 months from the date of issue**. After this time, the school can send the certificates for secure destruction.

When will my certificates be available for collection?

Generally, within three months of receiving your examination results.

Will the school remind me to collect my certificates?

The exam officer will write to you at your last known home address as soon as all your certificates are received. No further reminders will be given.

How can I collect my examination certificates?

There are two ways to collect your certificates:

1. Collection in person

KS4 South, 279 High Street, Croydon CR0 1QH. Telephone 0208 604 1414 to arrange an appointment or e-mail stephanie.walters@saffronvalleycollegiate.co.uk

2. Collection by nominated person

To arrange this please write to the school giving the name of the person collecting on your behalf and your authorisation for them to do this. You must sign the letter.

Please note that the Exams Office can only take instructions from the student concerned, not parents/carers or friends.

What can I do if I have not collected my certificates and the school no longer holds them?

You will need to contact the relevant exam boards and follow their replacement certificate procedure. This is a costly and lengthy process which you will need to instigate and pay for yourself.