

CANDIDATE PERMISSION FORM: Results collection 2024-2025

If results are not collected on results day any uncollected results will be available for collection from 3rd September.

|  |  |
| --- | --- |
| Candidate name |  CANDIDATE PERMISSION FORM TEMPLATEDelete this text box when the information contained below is understood**This template supports arrangements for the GCSE November 2024 exam series**ADD OTHER QUALIFCATIONS AS APPLICABLE TO THE RESULTS THAT WILL BE ISSUED TO CANDIDATES BY YOUR CENTRE This template is provided as a good practice example **only** and is designed to support EOs in gathering candidate permission for results and/or certificate collection where candidates cannot attend the centre to collect these in the normal way. Where relevant, you may also choose to further customise this template to cover other exam series (e.g. January 2025, March 2025).An updated template to support the Summer 2025 exam series will be published in the summer term 2025.**Customise** this good practice template for use in your centre by:* inserting centre-specific information where required (and changing font colour to ‘automatic’)
* deleting information that is not relevant (for example if your centre does not/or is unable to provide statements of results to candidates by email)
* amending/adding information that may not be included here that is relevant (for example where the centre might charge an administration fee to cover additional costs incurred in dispatching certificates)
* adding information about the collection of results and certificates for other qualifications

Where information is inserted, you may need to adjust the spacing so permission forms can be provided as an A5 document, or you may choose to present each as an A4 document, or alternatively use the content to inform the creation of an electronic form. |
| * Results should be sent to my personal email address: @

*Email addresses must be a personal clearly identifying the student by name.* * I give permission for my representative: insert name of representative here

to collect results on my behalf. I confirm that my representative will provide photographic ID on collection |
| Candidate signature |  | Date |  |

Completed forms should be returned to the Exams Office no later than **30 June 2025**

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CANDIDATE PERMISSION FORM: Certificate collection

The normal arrangements for collecting certificates are via Sixth Form for those students enrolled in Sixth Form or with siblings in Sixth Form or alternatively from reception after 1st December.

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 |   |
| * I give permission for my representative: insert name of representative here

to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct |
| Candidate signature |  | Date |  |

Completed forms should be returned to the Exams Office no later than **30 June 2025**