

Exam Certificates

Certificates are received in school in November and then need to be checked and collated. They will be ready for collection **from the beginning of December at the earliest**.

A-Level certificates are usually given out at an alumni event (often held in the last week of term in December).

The sixth form team will send out information about the event during the Autumn term.

GCSE certificates are given out to SWCHS Year 12 students in December. The date will be communicated to you nearer the time

Students who leave at the end of Year 11 will be able to collect their certificates from the start of December

Certificates should be collected by you. If you are unable to collect your certificates at the collection events in December, then you may nominate a family member (including siblings at SWCHS) or close friend to collect them on your behalf.

You will need to write a letter of permission for that person to collect your certificates. Your nominated person will need to bring this with them when collecting, along with photographic ID of themselves to prove who they are (if they are not a current SWCHS student).

You will need to give us 24 hours notice of when your certificates are being collected so that we can arrange to have them ready at reception.

We strongly recommend that you collect your certificates in person (or have them collected on your behalf). If you cannot arrange collection you may pay to have your certificates sent out via Parcelforce (we cannot send certificates in the ordinary post). Please contact the Exams Officer (aprince@swchs.net) for details of how to pay for this.

The awarding bodies advise us to keep certificates for **one year only**, after which we are allowed to dispose of them through our confidential waste service. Whilst we do keep them for longer than this, we do not keep them indefinitely. Therefore, it is imperative that you collect your certificates when instructed. You may be asked to show them when starting a new job or applying for further training or education in the future. If we no longer have your certificates you will need to request replacement certificates from the exam boards directly. This can take six weeks and there will be a fee of at least £50 for each certificate.