

Certificate collection

If you believe that Heckmondwike Grammar School still holds certificates for exams completed here, please contact the Exams Team by either filling out the contact form on the website or ringing 01924 402202. Please provide your full name, as it appears on the certificates, and the year of your final exam here. Please note that we are only required to hold your certificates for 12 months after they have been awarded, after that they may be confidentially disposed of following the guidelines laid out by the JCQ and the Awarding Bodies. If we no longer have your exam certificates you will need to contact the exam boards directly, please use the document “Lost or Replacement Exam Certificates” for further guidance, if required.

Collecting in Person

Please contact the Exams Team to arrange a date for you to collect your exam certificates to ensure that they are in the reception area for you when you arrive, allowing at least 1 working day between your request and the collection date. You will be required to show ID and sign a document when you collect your certificates.

Nominating a family member or friend to collect

Please contact the Exams Team to arrange a date for your nominated person to collect your exam certificates, allowing at least 1 working day between your request and the collection date. The following form “Certificate Collection Request” should be completed by you and produced when the authorised person collects the certificates. They will also be required to show photo ID and sign the document before the certificates are handed over.

Posting out certificates

If you are unable to arrange for someone to collect your certificates in person, we will post out certificates as a last resort.

Due to the costs involved in replacing lost exam certificates we prefer to hand certificates over in person, but we can arrange to post the certificates in a stamped, self-addressed A4 envelope that you provide. Please complete the following form “Certificate Posting Request” and post it in with your envelope.



HECKMONDWIKE
GRAMMAR SCHOOL

Certificate Collection Request

For the attention of the Exams Office:

Candidate Name: _____

Year of final exam: _____

Contact email address: _____

Contact phone number: _____
(in case of queries processing your request)

I authorise the person named below to collect my *GCSE / GCE certificates on my behalf:

* Delete as appropriate

Name of Person collecting certificates: _____

Relationship: _____

Candidate Signature: _____

Date: _____

The authorised person must hand this form in to collect the certificates. Please produce photo ID to collect and sign for the certificates.

Please note that certificates that are not collected within 12 months of being awarded will be destroyed in line with awarding body guidelines.



HECKMONDWIKE
GRAMMAR SCHOOL

Certificate Posting Request

For the attention of the Exams Office:

Candidate Name: _____

Year of final exam: _____

Contact email address: _____

Contact phone number: _____

(in case of queries processing your request)

I authorise the Heckmondwike Grammar School to post out my *GCSE / GCE certificates in the attached stamped, self-addressed envelope.

I accept that Heckmondwike Grammar School will take no responsibility for loss or damage to the certificates once they have left the premises.

Candidate Signature: _____

Date: _____

Please note that certificates that are not collected within 12 months of being awarded will be destroyed in line with awarding body guidelines.