



## Exam Certificate Collection Dates

Certificates are usually sent to the school by the exam boards 2-3 months after results dates. Certificates are important documents, expensive to replace and sometimes non-replaceable. In this instance, statements of results are possible to obtain from the exam boards, at a cost.

For Summer 2023 results, former students can **collect certificates in person from B-Block Room B9** (Leicester Road site) on the following dates:

### **A-level leavers**

Monday 18th December 15:30 - 17:30

Tuesday 9th January 15:30 - 17:30

### **GCSE Leavers**

Tuesday 19th December 15:30 - 17:30

Thursday 11th January 15:30 - 17:30

If you are collecting certificates on behalf of somebody else, you will need to have a signed Candidate Permission Form (available on the Ashby School website) and the relevant photographic ID.

Uncollected certificates will be held by the school for a minimum of one year. However, they cannot be stored indefinitely and will be destroyed in line with the school data retention policy if uncollected. Candidates who do not collect their certificates within this period will need to contact the exam boards to request replacements at their own cost.

### **Students still at Ashby School**

If you took GCSEs here this summer and you're studying at Ashby Sixth Form, certificates will be handed out during collection sessions in year 12.

If you joined Ashby School Sixth Form after studying GCSEs at a different school you will need to collect your GCSE certificates from there.

For exams taken by students during year 12 and staying into year 13, certificates are saved until the end of year 13 leavers collections, but can be collected earlier if needed.