



Exam Certificates

Examination certificates are usually sent to Haileybury Turnford during October. It is very important that you collect your certificates as they are evidence of the grades you have achieved. **These will be required in the future when applying for jobs or further education.**

Haileybury Turnford will be holding a certificates evening in December. Details to follow.

If you are unable to attend the certificates evening, it is important that you collect your certificates as soon as possible from school.

At Haileybury Turnford certificates are held for **3 years**, at which point they are securely destroyed. **After this time, exam boards will have to be contacted directly by yourselves and a fee paid to obtain certificates. This service costs in excess of £40.**

For current students certificates can be collected from the Exams Office at Haileybury Turnford. For ex-students, please phone the school to advise when you will be coming to collect, and the certificates can be prepared in readiness.

Certificates can be collected by a third party, as long as they have been authorised to do so. A signed letter from the ex-student/student is the preferred method of authorisation. Please advise the Exams Office in advance.

All certificates collected will need to be signed for.

Alternatively we can send the certificates by special delivery for a **fee of approximately £10** (within the UK). The fee would need to be received before the certificates can be sent. Please contact the Exams office via reception to arrange this.

Please make sure you look after your certificates and put them somewhere safe as the Exam Boards will charge you for replacement certificates.

