



# Examination Certificates

Examination certificates from the Summer series are usually sent to Haileybury Turnford each November. 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 usually hold a presentation evening in December, which students would be invited to attend.

If you are unable to attend the presentation evening, it is important that you collect your certificates as soon as possible from the school. **All certificates collected will need to be signed for.** Current students at Haileybury Turnford can collect their certificates from the Exams Office. Ex-students will need to contact the Exams department to arrange a time 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. The ex-student/student would need to contact the Exams Office directly to confirm their authorisation, with either a signed letter or email from an email address in their name.

Alternatively, certificates can be posted out by special delivery, although the student requesting would incur the cost of this service. The fee would need to be paid to Royal Mail before the certificates can be sent. Please contact the Exams office for details on how to do this.

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 by candidates directly and a fee paid to obtain certificates. This service costs in excess of £40 per certificate.**

Once you are in possession of your certificates, as a matter of priority, please check each one thoroughly and ensure that you have a certificate for each of your qualifications. Check that your grades, name and date of birth are correct. If there are any discrepancies, please contact the Exams department as soon as possible. Please make sure you look after your certificates and put them somewhere safe as the Exam Boards will charge you for any replacement certificates.



Haileybury Turnford

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