



RIDGEWOOD  
SCHOOL

**2024/25  
EXAMS GUIDANCE  
FOR STUDENTS &  
PARENTS/CARERS**

**Candidate Name:**

**Candidate Number:**

**JCQ CENTRE NUMBER: 36325**

**NCFE CENTRE NUMBER: 8466849**



**RIDGEWOOD**  
SCHOOL

As students approach their examinations, our aim for you is to make the process as stress-free and successful as possible for all candidates. A huge amount of preparation is involved in supporting our students. Bringing as much information as possible - timings, equipment, regulations and procedures - into one place is a small, but vital part of this. Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Awarding Bodies (Examination Boards) specify strict criteria which must be followed for the conduct of examinations and Ridgewood is required to follow them precisely. Failure to do so may result in disqualification from one exam or your whole qualification, so it is vital that you take just a few minutes to read this carefully.

During the examination period, your preparation, organisation and revision skills and your resilience will be challenged. You will already be aware of the ongoing revision and preparation support available to you before, and during, this period. Please make full use of it as appropriate.

**Although the bulk of ‘final’ exams are during the Summer period, the same regulations apply throughout the year. If students or parents/carers have any queries or need help or advice at any time before, during or after the examinations please use the ‘Contact Us’ link on the school website. Students must familiarise themselves with all the available information.**

**Ridgewood Exams** - <https://www.ridgewoodschool.co.uk/exams> - Please check the school website for links to lots of additional information for students.

**JCQ** - <https://www.jcq.org.uk/> - ‘the single voice for awarding bodies’ – contains lots of information about all aspects of the examinations process.

**Contingency Dates** – in addition to their timetabled exams, students must be available for the three periods set aside by JCQ to use in the event of significant disruption to exams;

- **Wed 11 June 2025 – Afternoon session**
- **Wed 25 June 2025 – All day**

**These contingency dates are not to be used if a student is ill on the day and cannot sit the exam – there is a process in place for this – the exams team must be contacted in this case**

**GOOD LUCK!**

**Results will be released to candidates on**  
**Thu 14 August 2025 (A Level/L3)**  
**Thu 21 August 2025 (GCSE/L2)**

## **BEFORE AN EXAMINATION**

- The timetable that you receive may be subject to change up until the end of the exam season. Any amendments will be shown on subsequent timetables printed and given to the student within school, usually via their form tutor. Any discrepancies or queries should be reported to your teachers or the exams office immediately.
- Candidates are entered for exams under the legal name that we have on the database. This is so that candidates are issued with certificates for which they should have a valid proof of ID to verify. If a student changes their name by deed poll after a certificate is issued, it is very likely that the exam board will make a charge for this.
- For the majority of GCSE and A-Level exams, the school has the same five-digit centre number – 36325 – and each candidate has a unique four digit candidate number, both of which appear on your exam timetable. The seating plans are in a specific pattern, so it is imperative that you sit at the correct desk designated to you. You must not remove or deface the photo candidate ID card which must always remain visible on your desk during the exam. BTEC and NCFE exams may use a different centre number and/or candidate number for different subjects, so check carefully.
- All candidates will receive an individual exam timetable indicating subjects and level of entry where applicable. It is important that you keep this document safe. If you require a further copy, please contact the exams office. A summary timetable is usually available on the school website.
- Your exam timetable may not show speaking exams, practicals, coursework, which could be scheduled over a assessment window. Your teachers will inform you of these.
- Candidates may have clashes where two or more subjects are timetabled at the same time. Special arrangements will be made for these candidates nearer the time. If you identify a clash on your timetable and you have not received any further guidance, you must contact the Exams Office as soon as possible. If you have a clash, you **MUST** adhere to all regulations otherwise you are at risk of jeopardising your results and possibly those of others. Please ask if you are unsure of these arrangements.
- Check the examination notice boards situated in the Quad and in the Sixth Form social space. Any last-minute instructions will appear there, as will your seating arrangements for the next examination. Make sure you know where to go and you know your seat number **BEFORE** entering the exam venue. Examinations will normally be held in the Sports Hall, with specialised ones (eg Music / MFL listening exams) being held elsewhere, or as you have been informed.
- Some subjects contain more than one paper to be taken in succession (for example French/Spanish Listening and Reading). There may be a short interval for administration purposes. Exam conditions apply at all times.
- Make sure you have all the correct equipment before your examinations. This will consist of several **BLACK** biro pens, pencil, pencil sharpener, rubber, ruler, maths equipment (protractor, compasses etc) and calculator, where permitted (no lids or instructions are allowed in the room). Students are expected to have plenty of equipment for the exam and leave all other belongings in the designated areas, where instructed by the invigilators.

## **DURING AN EXAMINATION – RULES, REGULATIONS AND AVOIDING MALPRACTICE**

- Arrive at least 15 minutes before the start time of each examination. Morning exams start at **9.00am** and afternoon exams start at **1.00pm** (Unless otherwise stated). You must remain in complete silence as soon as you enter the exam room and while you leave after the exam. If you need assistance, put your hand up clearly and wait for an invigilator – do not look around or make any noise to attract their attention.
- You must provide your own equipment for examinations such as **BLACK** pens, pencils and rulers. Some examinations require drawing equipment and/or mathematical equipment. Do not rely on the school to provide them, we may not have enough spare. It is your responsibility to bring what you need for each of your exams.
- **The following items are NOT allowed to be used in the exam room:**
  - Correction fluid
  - Highlighter/Gel pens (may be used in question sections but not in answers)
  - Dictionaries (unless specified)
  - Electronic devices (mobiles, iPods, earphones/buds, watches of any kind etc)
  - Smart Glasses or Smart Rings
  - Calculator lids or instruction leaflets
  - Pencil cases that are not transparent
  - Bottles (unless they are clear with the label removed, only still water)
  - Food (if it's for medical purposes, exam boards may need to know about this)
  - Any item that is specifically not allowed for that exam paper – for example using a calculator in a non-calculator paper.
  - Any written revision notes/papers and any marks or writing on the skin.
- If you carry a toilet/medical pass as normal practice within school, this is allowed. However, toilet breaks can disrupt other students, so please go before you enter the exam room.
- If you use a laptop/word processor in your exams, please save your work regularly in a place you can easily access it. You will be asked to remain in the exam room at the end of the exam until your work can be printed and verified before you leave.
- Remember that once in the examination room, rules of conduct are very strict and must be obeyed totally. Infringement of examination rules could lead to you being disqualified from **ALL** examinations of that Board.
- **Students must check they are in the correct seat and the exams ID card on the desk is the correct one.** If a student records the wrong candidate number on the front of the exam paper, the result may be attributed to a different student.
- **Issues during the exam** – it is much easier to resolve any problems during the exam than afterwards, so please make sure you raise any issues. Please remember, Ridgewood is a large site with lessons still taking place. It's difficult to maintain absolute silence across upwards of 20 different exam rooms across the site.
- **YOU ARE NOT ALLOWED TO HAVE ANY MOBILE PHONES / ELECTRONIC DEVICES / WATCHES OF ANY KIND WITH YOU IN THE EXAM. THIS INCLUDES HAVING YOUR DEVICE IN YOUR POCKET AND SWITCHED OFF, EVEN IF YOU HAD NO INTENTION OF USING IT.**

## **ABSENCE FROM EXAMINATIONS**

- **WE ARE NOT PERMITTED TO VARY THE START TIME OF ANY EXAM, OR TO 'CATCH UP' ANY MISSED EXAMINATION, REGARDLESS OF THE REASON FOR ABSENCE.** It is sometimes possible to reschedule mock exams in certain circumstances, but this is not permitted for formal, timetabled exams. If you think you are going to be late, or miss an exam, please inform the Exams Office.
- Any appointments, whether it is medical or not, should be re-arranged. The school is not allowed to change the start times of the exams at all apart from identified exam clashes, which is where the exam board have scheduled two or more exams at the same time. When this happens, the exams must normally be taken concurrently on the same day.
- If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please inform school at the earliest possible time so we can help and advise you. A parent/carer must contact the Attendance Officer at school by telephone on 01302 783939 and specifically ask that the message is also given to the Exams Office. We must receive a call for EVERY exam missed.
- **Not attending the examination, even due to illness, must be the very last resort.** All possible attempts must be made to sit the examination even if disadvantaged in some way. However, please make the Exams Office aware of any such disadvantage before the examination. It is essential that any medical or other appropriate evidence is obtained on the day and given to the Exams Office without delay. A self-certification form will be required which is available on the school website, or by contacting the Exams Office.
- Special Consideration requests are not normally permitted for students who have a medical condition unless there is a significant occurrence at the time of the exam. If Special Consideration is accepted by the exam board, only a very small amount of adjustment is made depending on the circumstances. The school does not find out the level of any adjustment – if any - which is made.
- **If a student is ill and cannot attend an exam, a completed JCQ Form 14 (Self Certification) must be submitted to the Exams Office. If this is not done, we will not be able to apply to the exam board for Special Consideration for a missed exam and the student will be awarded zero marks for that paper. Where an application for special consideration is submitted to the exam board, it is for them to consider - it is not the decision of the school.**
- Parents and candidates are reminded that the school will require payment for any entry fees, should a candidate fail to attend an examination without good reason. Medical evidence is almost always required. Please check with the Exams Office.
- If a significant part of the examined elements has been missed for any reason, it may not be possible to award an overall grade for the subject.
- Please note that misreading the timetable, or events which are deemed avoidable, will not be accepted as a satisfactory explanation of absence by the exam boards.

## **LATE ARRIVALS/FINISH TIMES**

- **If you are think you are likely to be late for an exam;** please contact school as early as possible informing them that you have an exam and ensure a message gets to the Exams Office. Do NOT use your mobile phone after 9.00am or 1.00pm, ensure it is then switched off. This may sound strange, but the exam board will need to ensure that the security of the exam paper is not compromised. If you have spoken to anyone after these times, it is likely that your paper will not be marked by the exam board.
- For any 'very late arrivals' after 10.00am\* for morning exams and 2.30pm\* for afternoon exams - you may be refused admission to the exam if it considered that you would jeopardise the integrity of the exam for the school. It is very likely that the exam board will refuse to mark the exam paper after this time, as they will deem that security of the examination has been compromised and you could have been in contact with other students that may have already completed it. We have to supply a written explanation to the exam board for late candidates and trivial reasons such as oversleeping, missing the bus or misreading the exam timetable are not deemed as acceptable. Please make appropriate transport arrangements to ensure that you arrive for your exam in plenty of time. (*\*Sometimes earlier for exams with a shorter duration which may have already finished if you arrive late*).
- **Some afternoon exams may finish after 3pm.** Also, unexpected events may prevent the examination from starting at the time published by the school. **You will be expected to arrange alternative transport home where exams are scheduled to finish beyond 3.00pm, as the school buses cannot be held back for you.**

## **INVIGILATORS**

- The school employs external invigilators to conduct the examinations. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times, as they would with other members of school staff. **The Exams Team or another invigilator will enter the room during the exam** to perform checks on the room, or to pass on critical information to the students and/or staff. This is part of the JCQ regulations and you should be aware of this.
- Invigilators are in the examination room to supervise the conduct of the examination room and to ensure everyone is given a fair chance of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination and deal with any issues that occur during the examination. They are trained with regards to the rules and regulations in the conduct of public examinations and perform a highly responsible role.
- They are unable to help with any part of the exam, read any words or provide any explanation other than the instructions on the front of the exam paper. If candidates fail to follow invigilator instructions, this would be classed as malpractice and must be reported to the exam board which may result in sanctions and penalties being issued.
- Candidates who are disruptive or behave in an unacceptable manner may be removed from the examination room and escorted to a member of the senior management team. These candidates face disqualification from the exam and may well be asked to reimburse the school for the entry fee.

## **AFTER THE EXAMINATIONS**

### **RESULTS**

- It is important to collect your results on the designated results days as indicated below. On the morning, there will be teaching staff available to discuss your next steps and celebrate your successes with you.
- Provisional results are usually available for collection from the Faraday building on the published dates, no sooner than 8am.
- Please be aware that you will require evidence of ALL of your results obtained at Ridgewood to enable you to enrol onto your courses at your desired Post-16 centre/college.
- These provisional Statement of Results are NOT certificates and will not be sufficient for proof of qualifications for employers (please see 'Certificates' section).
- Results can NOT be given over the telephone to anyone under any circumstances. Students should collect their own results in person ideally.
- If the student is unable to collect their own results in person, the following is required:
  - A written request, signed by the student, with full details of the nominated person authorised to collect the results. A pro-forma has been included within this booklet if you wish to use this.
  - Photographic proof of identity of the nominated person (not the student), in the form of a driver's licence or passport.
- The results belong to the pupil and to protect pupil confidentiality, we will be unable to release results without such consent and evidence.
- If you are on holiday or cannot come into school for your results you can leave an A4 stamped addressed envelope (with sufficient postage attached) with the Exams Office for your results to be posted to you on the Results Day.
- Any uncollected results envelopes *may* be posted to the home address held on the school database. Please ensure the address we have for you is up to date and correct. We do not guarantee to post all remaining results due to the high costs involved.

### **POST RESULTS SERVICES**

- **If you are unhappy with your results, it's very important to take advice on results day with the available support.** Should you require a review of marking, or access to your exam paper(s), you would need to discuss this with a teacher or a member of Senior Team. If you require an urgent results enquiry for any reason, you must progress this on results day and it is imperative that you speak to a member of staff to agree the best course of action and to complete and sign the forms which will be available on the day. Specialist teacher/careers support may not be readily available for you to access after the results days have passed.



## **REFERENCES**

- If you need an official school reference for employment or other purposes you should ensure that under normal circumstances employers contact the school using the 'Contact Us' facility on the school website, and not individual teachers.

## **CERTIFICATES**

- Certificates arrive at different times from the exam boards and are carefully checked and collated before they are ready for collection. This *should* be from 1 December - please check the exams area of the school website for further information.
- Students will be able to collect your certificates in person during normal school hours. You should bring in ID with you and will be asked to sign your name when collected.
- Certificates will **NOT** be issued to any person other than the student unless that person has a signed, written authorisation from you to collect certificates on your behalf. They must also bring their own ID with them and sign the collection register. A pro forma has been included within this booklet for your convenience, and it can be downloaded from the website.
- It is your responsibility to ensure these are collected and kept safe. You will need to provide certificates to colleges, training providers and employers as proof of your qualifications.
- We do not post certificates out to students due to the high cost of replacements, should they go missing.
- **IT IS VITAL THAT YOU COLLECT YOUR CERTIFICATES AND LOOK AFTER THEM. The school is only obliged by the exam boards to hold certificates for a period of one year until they are returned and securely destroyed.**
- **The charge for a replacement certificate if you lose them, or do not collect them promptly, is at least £50 PER CERTIFICATE.** Students must contact the exam boards to progress with this as we are unable to request certificates on the behalf of students.

# Examination and Assessment Malpractice



## Behaviour Expectations in Exams

Your summer exams are important to you as they represent you completing years of hard work at Ridgewood. Your results in these exams will be a reward for that effort and will help you choose the courses you move onto next. In lessons at Ridgewood we have our own BfL and consequence system where you are given a C1 or C2 sanction prior to a C3 detention. Your summer exams are **external exams** however, which are sat by students across the country. Because of this, we must use national rules and understand the serious penalties if they are breached. The rules are common sense and are in place to help you and others concentrate and do your very best in the exams. You will see posters with these rules on at all exam venues.

## What is malpractice?

"Malpractice" is any act, default or practice which is a breach of the JCQ regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate

This malpractice can occur during any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

## Penalties for possession of a mobile phone – issued by JCQ

**Mobile phone penalties are by far the largest cause of malpractice with over 2000 penalties each year. We have had disqualifications in the past for candidates who were late with no good reason, notes found in a pocket (for a completely different subject), mobile phone in pocket (both switched on and switched off) etc. All these situations are completely avoidable and ignorance of the rules is not an excuse.**

If a mobile telephone is found in your possession in an examination – **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have stated that students having a mobile phone with them face disqualification from the subject concerned.

<b>TYPE OF MOBILE PHONE OFFENCE</b>	<b>PENALTIES GIVEN</b>
Not in the candidate's possession but makes a noise in the examination room	<b>Penalty 1</b>
In the candidate's possession, but no evidence of being used by the candidate	<b>Penalties 2 - 4</b>
In the candidate's possession and evidence of it being used by the candidate	<b>Penalties 5 - 9</b>

**Did you know that the following all constitute malpractice offences for which there are penalties imposed by the awarding bodies?**

- Possessing a mobile telephone (even with the SIM card or battery removed), or MP3, iPod or unauthorised device whilst in the exam room or quarantine room
- Altering results documentation, including certificates
- A breach of the instructions or advice given by an invigilator, or awarding body in relation to the examination rules and regulations
- Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations
- Collusion – working collaboratively with other candidates beyond what is permitted
- Copying from another candidate – including coursework and during the exam, including the misuse of IT
- Deliberate destruction of work – including defacing your own script
- Disruptive behaviour in the exam room or assessment session, including the use of offensive language
- Talking in the exam room
- Written communication between candidates
- Using social media – accepting, passing or distributing exam related information to/from others
- Taking unauthorised notes into the exam room and/or using permitted notes/books that have been over annotated, own paper, calculators/dictionaries when prohibited. Writing or symbols on hands/skin.
- Including inappropriate, obscene or offensive material in scripts or coursework, including drawings/comments which could cause offence to others
- Plagiarism – unacknowledged copying from published sources, including the internet; incomplete referencing – **the use of AI and ‘chatbots’ is also being closely monitored**
- Making a false declaration of authenticity – using work of others and declaring it is your own work
- Theft of someone else’s work (project or coursework) to pass off as your own
- Leaving the exam room unescorted before the end of the exam or during clash supervision
- Personation – deliberate using of wrong name or number or arranging to be impersonated

Make sure you know what you can and cannot do in an exam room, before it is too late. Do not take unnecessary risks otherwise all your efforts during the year could be wasted.

## **Penalties imposed against candidates for malpractice**

Awarding bodies may, at their discretion impose the following sanctions and penalties against candidates found guilty of malpractice.

- **PENALTY 1 – Warning**

The candidate is issued with a warning that if the offence is repeated within a set period of time further penalties will be applied.

- **PENALTY 2 – Loss of marks for a section**

The candidate loses all the marks gained for a section of the work. A section may be part of a component or a single piece of coursework if this consists of several items.

- **PENALTY 3 – Loss of marks for a component**

The candidate loses all the marks gained for a component.

- **PENALTY 4 – Loss of all marks for a unit**

The candidate loses all the marks gained for a unit. This penalty usually still allows the candidate to aggregate or request certification.

- **PENALTY 5 – Disqualification from a unit**

The candidate is disqualified from the unit and is therefore prevented from aggregating or requesting certification in that series.

- **PENALTY 6 – Disqualification from all units in one or more qualifications**

If circumstances suggest, penalty 5 may be applied to other units taken in the same exam series (units banked in previous series are retained.)

- **PENALTY 7 – Disqualification from a whole qualification**

The candidate is disqualified from the whole qualification taken in that series or academic year. This penalty can only be applied if the candidate has requested aggregation. Any units banked in previous series are retained, but the units taken in the present series and aggregation opportunity are lost. If the candidate has not requested aggregation then the option is penalty 6.

- **PENALTY 8 – Disqualification from all qualifications taken in that series**

If circumstances suggest, penalty 7 may be applied to other qualifications. It can only be applied to other qualifications if aggregation has been requested. Any units banked previously are retained but the units taken in the present series and the aggregation opportunity are lost.

If the candidate has not requested aggregation the option is penalty 6.

- **PENALTY 9 – Candidate debarred**

The candidate is barred from entering for one or more examinations for a set period of time. This penalty is applied in conjunction with any of the other penalties above if the circumstances warrant it.

**The school also has the right to take further action against a student once a penalty has been imposed by the awarding body.**

## **The Use of Calculators in Exams**

Ridgewood advises that students bring and use their own scientific calculators for exams. They should ensure that they are familiar with the use of the calculator which will save time during the exam. Candidates who need to borrow calculators may waste valuable time during the exam as they may be unfamiliar with them. There are very few calculators available to borrow in the exam room and some students may find themselves to be disadvantaged if they fail to bring their own equipment.

### **JCQ - Important information about the use of calculators in exams**

For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in the appropriate awarding body's subject-specific instructions.

<p><b>Candidates should be told these regulations beforehand and be familiar with the Information for Candidates documents.</b></p> <p><b>Calculators must be:</b></p> <ul style="list-style-type: none"><li>• of a size suitable for use on the desk;</li><li>• either battery or solar powered</li><li>• free of lids, cases and covers which have printed instructions or formulas</li></ul>	<p><b>Calculators must not:</b></p> <ol style="list-style-type: none"><li>1. be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>• language translators;</li><li>• symbolic algebra manipulation;</li><li>• symbolic differentiation or integration;</li><li>• communication with other machines or the internet.</li></ul></li><li>2. be borrowed from another candidate during an examination for any reason; *</li><li>3. have retrievable information stored in them - this includes: -<ul style="list-style-type: none"><li>• databanks;</li><li>• dictionaries;</li><li>• mathematical formulas;</li><li>• text.</li></ul></li></ol>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"><li>• the calculator's power supply;</li><li>• the calculator's working condition;</li><li>• clearing anything stored in the calculator.</li></ul>	

Where access is permitted to a calculator for part of an examination, it will normally be acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator section of the exam.

Calculator lids and instruction leaflets are not allowed in the exam room; all students must leave them in their bags or hand them in to an invigilator before entering the exam room.

Pencil cases and spectacle cases that are not transparent must NOT be taken into the exam room and must certainly not be on the candidate's desk.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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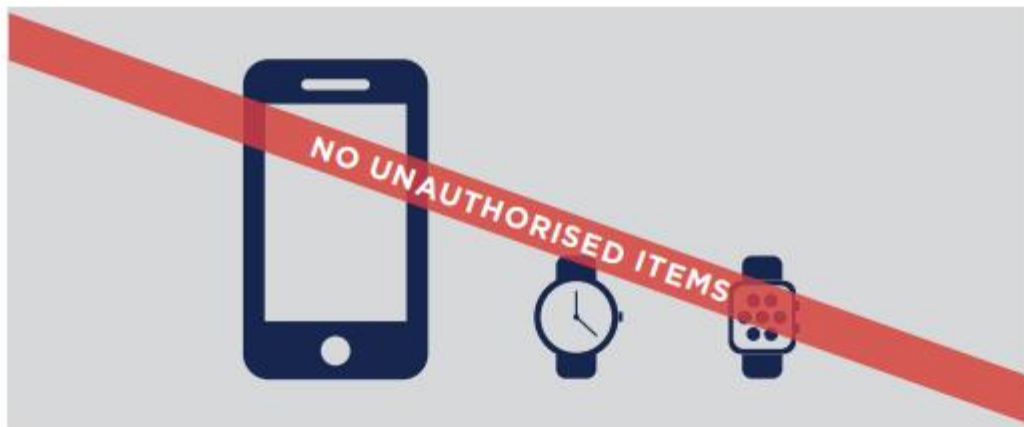
## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

## **NO MOBILE PHONES NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in

# **DISQUALIFICATION**

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.





# RESULTS THIRD PARTY COLLECTION



RIDGEWOOD  
SCHOOL

## PERMISSION TO COLLECT A CANDIDATE'S RESULTS

To Student: Please print and complete this form

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address 1)

\_\_\_\_\_ (Address 2)

\_\_\_\_\_ (Address 3)

\_\_\_\_\_ (Address 4)

\_\_\_\_\_ (Address 5)

\_\_\_\_\_ (Date)

### To: Examinations Office

I will not be able to collect my results on results day and, therefore, give permission for

\_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my results.**

Yours faithfully

\_\_\_\_\_ Form Group \_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_ (Exam/Candidate Number)

This form must be handed in on Results Day by the nominated person named above for the collection of student results (as signed above).

Office Use Only: I.D checked – please initial



# CERTIFICATES THIRD PARTY COLLECTION



RIDGEWOOD  
SCHOOL

## PERMISSION TO COLLECT A CANDIDATE'S CERTIFICATES

To Student: Please print and complete this form

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address 1)

\_\_\_\_\_ (Address 2)

\_\_\_\_\_ (Address 3)

\_\_\_\_\_ (Address 4)

\_\_\_\_\_ (Address 5)

\_\_\_\_\_ (Date)

### TO: Examinations Office

I am unable to collect my certificates in person from school, and therefore, give permission for

\_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my certificates.**

Yours faithfully

\_\_\_\_\_ Form Group \_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_ (Exam/Candidate Number)

This form must be handed in when collecting certificates by the nominated person named above for the collection of student certificates (as signed above).

Office Use Only: I.D Checked – please initial



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