

*Headteacher: Mr I Chapman*

## AUTHORISATION FOR NOMINATED PERSON TO COLLECT EXAM CERTIFICATES ON BEHALF OF A CANDIDATE

Please complete and sign this form if you need a nominated person to collect your exam certificates on your behalf.

Certificates may be collected between 9am to 3.20pm\* at Upper Wharfedale School from **Friday 24<sup>th</sup> November 2023 to Friday 22<sup>nd</sup> December 2023**.

The nominated person collecting your results **must bring some identification** to prove that they are your representative as named below.

Please note that if your nominated person **does not bring this form with them your certificates will not be released**.

\* If you or your representative is unable to get to school within these hours, please email the Exams Officer (exams@uws.n-yorks.sch.uk) and we will try to arrange an alternative.

Name of candidate	
Date of birth	
Person authorised to collect the certificates	
Relationship to candidate	

**To be completed by the student before the certificates are collected:**

I authorise the person named above to collect my exam certificates on my behalf.

Signed ..... Date .....

Print Name .....

**To be completed by the nominated person when the results are collected:**

I acknowledge receipt of the exam certificates on behalf of the above candidate.

Signed ..... Date .....

Relationship to candidate .....