

FORMAL AUTHORISATION FOR POSTING OF EXAMINATION RESULTS

SUMMER 2017

National Examination Protocol makes it clear that examination results are first and foremost the property of the candidate. The candidate is required to provide a stamped addressed envelope along with this form if they are unable to collect them on results day. **IMPORTANT** – To avoid postal delay please ensure that the correct postage is added and remember that A4 envelopes require 'large' stamps.

This form needs to be handed to the Examinations Office or the School Office beforehand with a stamped addressed envelope. On the reverse of your envelope please record your name, candidate no, and registration group. Results will not be released without the student's written consent.

For the attention of: Mrs D Hill-Jones (Examinations Manager)

Unfortunately, I will not be able to collect my public examination results in person on:

_____ (insert collection date)

I am therefore authorising for these to be sent in the post and enclose a stamped addressed envelope (correct postage added) along with this form.

_____ (student signature)

_____ (student name – print clearly)

_____ (student candidate number) _____ (Form)

_____ (Date)

_____ (Contact number in the event of a query)