



ALTERNATIVE COLLECTION FORM - EXAM RESULTS

Please remember that your results are very confidential pieces of data and must be treated by the School with the utmost care. Therefore, the preferred method of collection is in person on the day of the results.

The alternative arrangements below are only available in those instances when there is a legitimate reason why you cannot collect your results personally.

Without advanced notice, at least 5 days, then your results will not be able to be available to you other than by you collecting them yourself or being posted to your home address.

The School would always recommend that you come to School to collect your results and to only use the alternative method if there was no other option. Remember, teachers will be available on the day to answer any questions about POST RESULT SERVICES should this be necessary.

STUDENT'S NAME:

FORM:

Candidate Number:

If you are unable to collect your EXAM results on the day of publication there are a number of options:

- Posted to your home address*
- Posted to an alternative address
- Collection by a nominated person
- The School emailing you to a nominated email address**

*this will automatically happen if you do not collect your results and we have no instructions to do otherwise

**we cannot guarantee security, particularly for hotmail, yahoo type accounts

Please tick which alternative method you would like below and then complete the full details, as appropriate, overleaf and sign overleaf.

I would like my results posted to an address other than my home address

I would like my results collected by a third party

The nominated person must bring ID with them

I would like to have my results emailed to me

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ALTERNATIVE ADDRESS:

Reason for the different address:

Address results to be sent to (please ensure you have the correct postal code)

NOMINATED PERSON TO COLLECT (Please ensure this person brings photo ID with them)

NAME OF PERSON: _____

RELATIONSHIP TO YOU: _____

EMAILING RESULTS

(Please remember the data security risk using this method, particularly if using a Hotmail or similar account, and we cannot be held responsible if your results do not remain secure as a result of using such an account)

EMAIL ADDRESS TO BE USED: _____

(This email will be sent as quickly as possible, but we cannot guarantee it being sent until 4pm local British time.)

SIGNATURE:.....

PRINT NAME:..... **DATE:**

OFFICE USE ONLY:

Staff initials: _____

Date and time email sent: _____

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