

CERTIFICATE COLLECTION INFORMATION FOR CANDIDATES

GCE

Certificates are available for collection, as follows:

Date(s)	18/12/2025	Time(s)	3.30-5PM
Collection point	6 th Form Canteen	Identification must be provided on collection	

If you are unable to collect certificates, please complete and return the form below.

Checking certificates

On collection, you should carefully check that your personal details (name, date of birth, etc.) are correct and that the correct final grade(s) issued to you is/are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

Uncollected certificates

Certificates are only kept for 1 academic year. After this time the candidate must apply themselves via the exam board and pay the fee for copies.

In case of query, please contact exams@whitchurch.cardiff.sch.uk



CANDIDATE PERMISSION FORM: Certificate collection

The normal arrangements for collecting certificates are in person by the candidate.

If you are unable to collect certificates in this way, please indicate below your nominated person to collect and sign on your behalf.

Candidate name			
<input type="checkbox"/> I give permission for my representative: insert name of representative here to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct			
Candidate signature		Date	

Completed forms should be brought by the candidates nominated person for collection on the above date.

