

COLLECTION FORM EXAMINATION RESULTS/CERTIFICATES SUMMER 2023

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.

STUDENT'S NAME:

YEAR GROUP:

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

GCE: Thursday 17th August
GCSE: Thursday 24th August

- Collection by a nominated person
- Calling the School on the day*
- The School emailing you to a nominated email address**

*this should be after 10:00 am Cyprus local time.

**we cannot guarantee security, particularly for Hotmail, Yahoo type accounts.

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

In person: I will be calling into school to collect my results

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.

POSTAL ADDRESS FOR CERTIFICATES TO BE SENT TO IN NOVEMBER 2023:

Address for Certificates to be sent to if you are leaving school. (Please use **BLOCK CAPITALS** and 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 TO STUDENTS

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.

(PLEASE USE CAPITAL LETTERS)

STUDENTS EMAIL ADDRESS TO BE USED: _____

(Not Parent's)

(This email will not be sent until after 11:30 am Cyprus local time)

SIGNATURE: _____

PRINT NAME: _____ DATE: _____

WHEN COMPLETED PLEASE RETURN THIS FORM TO THE EXAMS OFFICER