



## **Newlands Exam Certificate Postal Delivery Request Information**

Certificates are important legal documents – they are required for CVs, job applications and to verify the Statement of Results you were given or sent on Results Day.

### **Collection**

If you are unable to collect them yourself from the school office you can nominate someone else (e.g. a parent/carer, or sibling still in the school) to collect your certificates for you by downloading, printing off, completing and signing the Exam Certificate Third Party Collection Form. They must then bring the completed form to reception. If the person collecting your certificates is not a current student, then they will be required to show their photo ID (passport or driving licence) as well as signing a declaration to confirm receipt of your certificates at the time of collection.

### **Postal**

Alternatively, we can post your certificates to you using the Royal Mail "Signed For" (Recorded Delivery) service for a fixed fee of £10, which covers the postage and our administration costs.

To use this option, please make payment of £10 using your child's iPayImpact account via the app or by logging in at <https://www.ipayimpact.co.uk/IPI/>

Please also click on the following link to complete a Microsoft Form to provide us with your details. <https://forms.office.com/e/qbe0qa8ksw> You will receive an email confirmation.

When you receive your certificates, please keep them in a safe place since if they are lost you will need to apply to each exam board and pay for a replacement certified statement of results, at a cost of approximately £50-60 per statement for each Exam Board.

If you have any questions, please either call Mrs De Alwis, our Examinations Officer on 01628 625068 or email [office@newlandsgirls.co.uk](mailto:office@newlandsgirls.co.uk)