



# **GUIDANCE FOR PUPILS & PARENT/CARER AFTER THE EXAMINATIONS 2025**

**Results Day - Results Slips - Grade Boundaries**

**Post-Results Services and Marking Reviews**

**Centre Number: 33523**



This guide aims to give valuable advice for examination results received by candidates at **FAIRFIELD HIGH SCHOOL for GIRLS**

**Please read this document carefully  
and retain it for future reference**

**If there are ANY questions or problems, please contact the Exams Office**  
[exams@fairfieldhighschool.co.uk](mailto:exams@fairfieldhighschool.co.uk)



# CONTENTS

|  |    |
|--|----|
| AFTER THE EXAMINATIONS.....  | 4  |
| Notification of Results .....  | 4  |
| Before You Collect Your Results Slip .....                                       | 4  |
| Candidate Statement of Results (RESULTS SLIP).....                               | 5  |
| Grade Boundaries.....  | 5  |
| WHAT TO DO IF YOU HAVE ANY QUERIES ABOUT YOUR RESULTS.....                       | 6  |
| POST RESULTS SERVICES EXPLAINED .....  | 7  |
| Reviews of Results.....  | 7  |
| Subject information and contact details .....                                    | 9  |
| CERTIFICATES.....  | 10 |
| APPENDICES.....  | 11 |
| Appendix 1 – Which Post Results Service Suits You? .....                         | 11 |
| Appendix 2 – GCSE Post Results Fees – Summer 2025 .....                          | 12 |
| Appendix 3 – Application for GCSE Post Results Services – Summer 2025.....       | 13 |
| Appendix 4 – GCSE Certificates Postal Request & Consent form.....                | 14 |
| Appendix 5 – GCSE Results/Certificates Third Party Collection Consent form ..... | 15 |

## AFTER THE EXAMINATIONS

### Notification of Results

#### GCSE:

Results will be available for collection from school between **09:00 - 12:00** on **Thursday 21st August 2025**.

Staff will be available in school from **09:00** to deal with any specific exam / careers related guidance you may require

#### If you are not able to collect your results

- You must email the Exams Officer on [exams@fairfieldhighschool.co.uk](mailto:exams@fairfieldhighschool.co.uk) and give the email address you want your results to be sent to. This request must come directly from you, the pupil (candidate), and not your parent/carer. Alternatively, you can nominate a person to collect on your behalf (they must bring ID with them). An example of the form that needs to be completed in this circumstance can be found in [Appendix 5](#)
- If results are not collected or emailed on results day they will still be available for collection between 9am and 12pm on Friday 22<sup>nd</sup> August 2025, and then during school hours from 3<sup>rd</sup> September. We are not able to post results.

**Results will not be given out by telephone.**

### Before You Collect Your Results Slip

You will be asked to sign a document which gives or, refuses, your permission for your scripts to be accessed.

Without your permission we are unable to action any requests by you or by your teacher.

As a matter of course, we will redact all personal information about you before using the scripts in the classroom.

## Candidate Statement of Results (RESULTS SLIP)

On results day you will receive a Results Slip generated by school that will show your provisional results. The results are provisional (pending any post-results services outcomes that may be applied for) until you receive your results certificate. The results slip lists ALL the exams you have had and any components within the qualification.

An example of a Candidate Statement of Results is below:

### Grade Boundaries

As usual, Ofqual will make sure that the awarding organisations take a suitable approach to grading each of their qualifications. There are no set numbers of each grade available. You will be awarded a grade that reflects your performance.

It is important to remember that grade boundaries vary from year to year for each qualification. Although senior examiners aim to produce exam papers of the same difficulty each year, in practice this is very hard to do. Because of this, the grade boundaries vary to reflect the level of challenge of the papers taken that year. These changes to grade boundaries make sure that fair and appropriate grading standards are set and that it is not easier or harder to get a grade from one year to the next. As in any year, senior examiners will recommend grade boundaries for every qualification after they have reviewed students' work in their exams and other assessments.

Ofqual have issued some information for students in their Ofqual Student Guide 2025 which can be found here: [Ofqual student guide to exams and assessments in 2025 - GOV.UK](#)

## CANDIDATE STATEMENT OF RESULTS EXAMPLE

Candidate Statement of Results

**Season:** SUMMER 2024  
**Name:**  
**Candidate Number:** ----  
**UCI:** :  
**Exam Results**

**Series:** (All)  
**Year:** (11)  
**Reg. Group:** (11F)  
**ULN:**

**Overall Grade**

| Board    | Level    | Element Code | Title                              | Grd1 | Grd2 | Mark Equiv | End1 | End2 | Points |
|----------|----------|--------------|------------------------------------|------|------|------------|------|------|--------|
| EDEXL/GC | BTEC/1&2 | CAD01        | Art and Design Practice            | *2   |      | 187        |      |      |        |
| OCR      | CNAT/1&2 | J837         | Enterprise and Marketing           | D2   |      | 166        |      |      |        |
| AQA      | GCSE/9DA | 8464H        | Comb Sci: Tier H                   | 77   |      | 221        |      |      |        |
| EDEXL/GC | GCSE/9FC | 1FR0H        | French Option H                    | 7    |      | 197        |      |      |        |
| EDEXL/GC | GCSE/9FC | 1MA1H        | Maths Option H                     | 7    |      | 160        |      |      |        |
| AQA      | GCSE/9FC | 8035         | Geography                          | 7    |      | 181        |      |      |        |
| AQA      | GCSE/9FC | 8700         | English Language                   | 7    |      |            |      |      |        |
| AQA      | GCSE/9FC | 8702         | English Literature                 | 7    |      | 113        |      |      |        |
| EDEXL/GC | BTEC/1&2 | BAD01        | Art & Design Practice 1            |      |      | 120        | D2   |      |        |
| EDEXL/GC | BTEC/1&2 | BAD02        | Art & Design Practice 2            |      |      | 67         | D2   |      |        |
| OCR      | CNAT/1&2 | R067         | Ent & Mkt: Entrprse & Mktng Cncpts |      |      | 70         | d2   |      |        |
| OCR      | CNAT/1&2 | R068B        | Ent & Mkt: Dsgn Bsns Prpsl Mod Pst |      |      | 48         | d2   |      |        |
| OCR      | CNAT/1&2 | R069B        | Ent & Mkt: Mkt Pch Prpsl Mod Pst   |      |      | 48         | d2   |      |        |

**Mark/s & equivalent grade for each component**

**Spoken Language endorsement**

M

## WHAT TO DO IF YOU HAVE ANY QUERIES ABOUT YOUR RESULTS

### 1. Talk to the Head of Subject/Faculty

If together you decide that there may be a problem with the marking, there are a number of things that can be done BUT there may be a cost involved.

### 2. Decide, with your teacher and your parent/carer, what you want to happen

A review of your results may result in your marks or grades being changed.

**IMPORTANT: marks and grades can go up OR down –  
you could end up with a lower mark or grade.**

If your grade goes up or down there is unlikely to be a fee charged. However, this may depend on the awarding body's charging policy. Only a **very small** proportion of grades change so you must consider very cautiously if you wish to proceed.

If the grade does not change then there is a fee charged.

### 3. Look at the flowchart on [page 10](#) of this booklet to see which post results service suits you. The next page of this booklet explains what each service includes.

### 4. Paying for the services you have requested, you must pay via BACS payment, details are on [page 11](#).

### 5. Contact Mrs Newman-Smith in the Exams Office if you are unsure about anything.

Email address is [exams@fairfieldhighschool.co.uk](mailto:exams@fairfieldhighschool.co.uk)

## POST RESULTS SERVICES EXPLAINED

### Reviews of Results

All Reviews of Results (RORs) should first be discussed with the relevant Head of Department and/or Subject Tutor who will advise on the viability of such a request. The "Review of Results Form" should then be completed and signed. No request will be actioned unless payment has been made or if the correct form is not received. Payment details can be found on [page 11](#).

In the school's experience, it is unusual for marks to change by more than a marginal amount. It is important to note that marks and grades can go up or down! However, the school reviews the marks that you and others have achieved and will advise you if we feel the paper should be reviewed. If we are concerned about results received for a particular subject, the school itself will request a review of marking of all those papers (with the consent of all candidates).

Please see below for descriptions of the review of marking categories.

### Review of Results (RoRs) categories are as follows:

| SRC | Post-Results Service   | Details of the service   |
|-----|--|--|
| R1  | <b>RoR Service 1:</b> Clerical re-check  | This service will include the following checks: that all parts of the script have been marked; the totalling of marks; the recording of marks. (For <b>multiple choice tests</b> , only Service 1 re-checks can be requested)  |
| R2  | <b>RoR Service 2:</b> Review of marking  | This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly... Reviewers <b>will not</b> re-mark the script. They will only act to correct any errors identified in the original marking... This service will include: the clerical re-checks detailed in Service 1; a review of marking as described above. |
| R2a | <b>RoR Service 2:</b> with post-review of marking copy of script   |  |
| R3  | <b>RoR Service 3:</b> Review of moderation ( <u>This service is not available to individual candidates</u> ) | This is a review of the original moderation to ensure that the assessment criteria has been fairly, reliably and consistently applied. It <b>is not</b> a re-moderation of candidates' work...   |
| A2  | <b>ATS:</b> Copy of script to support <b>teaching and learning</b>   | This is a non-priority service to request copies of scripts to support teaching and learning   |

**Deadline for all the Reviews of Results Services above is 23<sup>rd</sup> September 2025**

## PLEASE READ THIS INFORMATION CAREFULLY BEFORE CONTACTING SCHOOL ABOUT REVIEWS OF MARKING.

### Checks in school

If candidates are very close to grade boundaries, subject staff will request access to scripts (with appropriate permission from candidates via the candidate consent form) to check for any marking errors or potential changes. If they feel there may be a good chance that the grade could be increased following a marking review, we will contact candidates to outline this and suggest that they may wish to consider requesting a Review of Marking (RoM). How close to a grade boundary a candidate needs to be for this to happen varies from one subject to another and sometimes from one year to the next. Our advice is that we look closely at all scripts that we feel, in our professional experience, could potentially change a grade.

Please note we are unable to provide advice on Home and Heritage Languages marking.

### Candidate queries

If candidates are close to a grade boundary and have not been contacted by school, candidates can request that subject staff review their scripts to see if they feel there is a good chance of the grade increasing through a Review of Marking (RoM). Staff may suggest that there is a good chance of the grade increasing or they might suggest that there does not appear to be evidence to warrant additional marks that would increase the grade. Either way, candidates can still request a Review of Marking but this is at the candidates own risk and they must understand that the grade can go down as well as up. If the grade does change following a Review of Marking (RoM), the fee is refunded. If the grade remains the same or decreases, the fee is not refunded.

### Payment for Review of Marking (RoMs)

Whether recommended by school or not, candidates must pay the exam board fee for the Review of Marking. Please see [Appendix 2](#) for the costs involved and the form to complete.

### Deadlines

If you would like subject specialists in school to review your examination scripts for a potential Review of Marking, please email the relevant Faculty Leader by **Monday 8<sup>th</sup> September**. You may not receive a response to this until 17<sup>th</sup> September but a subject specialist will advise whether they recommend submitting the request or not.

If you would like to request a Review of Marking (RoM), with or without subject specialist guidance, this must be submitted by Tuesday 23<sup>rd</sup> September using the form in [Appendix 3](#) which must be emailed to [exams@fairfieldhighschool.co.uk](mailto:exams@fairfieldhighschool.co.uk).

Candidates will be informed of the outcomes of Reviews of Marking via email.

Please note that we are unable to process any Reviews of Marking (RoMs) after the specified deadline or without the appropriate form and payment.



## Subject information and contact details

| Subject  | Exam Board 2025 | Head of Subject/ Faculty | Contact Email  |
|--|-----------------|--------------------------|--|
| GCSE English Language                            | AQA             | Mrs Dey                  | <a href="mailto:ldey@fairfieldhighschool.co.uk">ldey@fairfieldhighschool.co.uk</a>               |
| GCSE English Literature                          | AQA             | Mrs Dey                  | <a href="mailto:ldey@fairfieldhighschool.co.uk">ldey@fairfieldhighschool.co.uk</a>               |
| GCSE Mathematics                                 | Pearson Edexcel | Miss Hutchinson          | <a href="mailto:jhutchinson@fairfieldhighschool.co.uk">jhutchinson@fairfieldhighschool.co.uk</a> |
| GCSE Science Combined                            | AQA             | Dr Cahill                | <a href="mailto:acahill@fairfieldhighschool.co.uk">acahill@fairfieldhighschool.co.uk</a>         |
| GCSE Biology                                     | AQA             | Dr Cahill                | <a href="mailto:acahill@fairfieldhighschool.co.uk">acahill@fairfieldhighschool.co.uk</a>         |
| GCSE Chemistry                                   | AQA             | Dr Cahill                | <a href="mailto:acahill@fairfieldhighschool.co.uk">acahill@fairfieldhighschool.co.uk</a>         |
| GCSE Physics                                     | AQA             | Dr Cahill                | <a href="mailto:acahill@fairfieldhighschool.co.uk">acahill@fairfieldhighschool.co.uk</a>         |
| GCSE History                                     | Pearson Edexcel | Mr Calland               | <a href="mailto:rcalland@fairfieldhighschool.co.uk">rcalland@fairfieldhighschool.co.uk</a>       |
| GCSE Geography                                   | AQA             | Mrs Senior               | <a href="mailto:ssenior@fairfieldhighschool.co.uk">ssenior@fairfieldhighschool.co.uk</a>         |
| GCSE Religious Studies                           | Pearson Edexcel | Miss Lewis               | <a href="mailto:elewis@fairfieldhighschool.co.uk">elewis@fairfieldhighschool.co.uk</a>           |
| GCSE French                                      | Pearson Edexcel | Miss Derrett             | <a href="mailto:cderrett@fairfieldhighschool.co.uk">cderrett@fairfieldhighschool.co.uk</a>       |
| GCSE German                                      | Pearson Edexcel | Miss Derrett             | <a href="mailto:cderrett@fairfieldhighschool.co.uk">cderrett@fairfieldhighschool.co.uk</a>       |
| GCSE Art   | AQA             | Mrs Owen                 | <a href="mailto:rowen@fairfieldhighschool.co.uk">rowen@fairfieldhighschool.co.uk</a>             |
| GCSE Food Preparation and Nutrition              | AQA             | Mrs Owen                 | <a href="mailto:rowen@fairfieldhighschool.co.uk">rowen@fairfieldhighschool.co.uk</a>             |
| Cambridge National Enterprise (Business Studies) | OCR             | Mrs Owen                 | <a href="mailto:rowen@fairfieldhighschool.co.uk">rowen@fairfieldhighschool.co.uk</a>             |
| GCSE Computer Science                            | OCR             | Mrs Barrow               | <a href="mailto:hbarrow@fairfieldhighschool.co.uk">hbarrow@fairfieldhighschool.co.uk</a>         |
| Cambridge National IT                            | OCR             | Mrs Barrow               | <a href="mailto:hbarrow@fairfieldhighschool.co.uk">hbarrow@fairfieldhighschool.co.uk</a>         |
| BTEC Travel and Tourism                          | Pearson Edexcel | Mrs Senior               | <a href="mailto:ssenior@fairfieldhighschool.co.uk">ssenior@fairfieldhighschool.co.uk</a>         |
| BTEC Health and Social Care                      | Pearson Edexcel | Mrs Senior               | <a href="mailto:ssenior@fairfieldhighschool.co.uk">ssenior@fairfieldhighschool.co.uk</a>         |
| BTEC Art and Design (Textiles)                   | Pearson Edexcel | Mrs Owen                 | <a href="mailto:rowen@fairfieldhighschool.co.uk">rowen@fairfieldhighschool.co.uk</a>             |
| GCSE Design and Technology                       | Pearson Edexcel | Mrs Owen                 | <a href="mailto:rowen@fairfieldhighschool.co.uk">rowen@fairfieldhighschool.co.uk</a>             |
| GCSE PE  | AQA             | Mrs Gallagher            | <a href="mailto:jgallagher@fairfieldhighschool.co.uk">jgallagher@fairfieldhighschool.co.uk</a>   |
| GCSE Drama                                       | AQA             | Mrs Gallagher            | <a href="mailto:jgallagher@fairfieldhighschool.co.uk">jgallagher@fairfieldhighschool.co.uk</a>   |
| BTEC Music                                       | Pearson Edexcel | Mrs Gallagher            | <a href="mailto:jgallagher@fairfieldhighschool.co.uk">jgallagher@fairfieldhighschool.co.uk</a>   |

## CERTIFICATES

Certificates usually arrive early November. Pupils will be invited to a celebration evening which is when the certificates are distributed. The GCSE Certificate Ceremony will be on **Thursday 27<sup>th</sup> November 2025**. If pupils do not attend the Certificate Ceremony, they can collect the certificates from school at another time but, must inform the Exams Officer of this intention.

JCQ regulations state that schools should keep certificates for 12 months. If they remain uncollected they may be disposed of securely.

It is our policy to post uncollected certificates. However, we will require a payment of £7.50 to be made before certificates can be posted. They will be sent as recorded delivery. Copies of the consent form for this are available from the Exams Office please email [exams@fairfieldhighschool.co.uk](mailto:exams@fairfieldhighschool.co.uk) An example can be found in [Appendix 4](#).

**We will not be held responsible for certificates that are posted and subsequently lost in transit.**

If certificates get lost in the post then you will need to apply directly to the awarding body for replacements and the cost of each certificate may be as much as £60 (fees vary).

Awarding bodies do not issue replacement certificates for GCSE qualifications, instead they will issue a certified statement of results which can be used in place of an exam certificate. It is therefore recommended that you **collect your certificates and take good care of them.**



AQA    City & Guilds    CCEA    Edexcel    OCR    SQA    WJEC

**Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.**

### **Notice to Centres**

### **Unclaimed Certificates**

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.

## APPENDICES

### Appendix 1 – Which Post Results Service Suits You?



Post-Results Services, Summer 2025

Deciding what to do after you've got your A/AS Level or GCSE results

#### 1. Exam board reviews of results

**Review of marking:** exam boards review their marking to ensure your work was marked accurately in line with the mark scheme

**Review of moderation:** exam boards review the moderation of the coursework from your school or college to ensure it was done fairly, reliably and consistently

**Clerical re-check:** exam boards re-check that all marks have been included and added up correctly

#### 2. Appeal

Your school or college can only request an appeal after the exam board has reviewed your result.

A preliminary appeal can take up to 42 calendar days. If your school or college believes the preliminary appeal has not addressed the issue, it can decide to submit an application for an appeal hearing and that can take up to 70 calendar days.

*Please note, appeals are not the first step in checking your grade.*

#### 3. Exam Procedures Review Service (EPRS)

Your school or college can only ask the relevant regulator to review what the exam board has done after the exam board has completed the appeal hearing.

The EPRS will look at whether the exam board has followed the regulator's rules and its own procedures. It will not review your work and cannot change your grade. The relevant regulator can ask the exam board to look at your appeal again if they think the exam board made a mistake.

Not all qualifications are covered by the EPRS so please check the relevant regulator's website (Ofqual, CCEA Regulation or Qualifications Wales) for more information.

Do my grades affect my decisions about what to do next in education, training or work? And do I think an error has been made with my grade?

YES

NO

Talk to your school or college about your grade as soon as possible.<sup>1</sup> Your grade can be checked.

Does your school or college agree it is worth checking your grade?

YES

Your school or college may request **exam board reviews of results** to check your grade:

- Review of marking (including priority reviews)
- Review of moderation
- Clerical re-check

Your school or college can also ask the exam board to provide a copy of your exam papers to help you/ them decide what to do

1

Do I accept **my grade could go down, go up or stay the same** as part of exam board checks?

YES

Tell your school or college if you have a university place at risk as exam boards offer a priority review of marking service.

Once the exam board has completed its review of results:

- Do I still think an error has been made with my grade?
- Does my school or college agree there may have been an error with my grade?

YES

Your school or college can submit an **appeal** to the exam board.<sup>1</sup>

2

Do I accept **my grade could go down, go up or stay the same** as part of an exam board appeal?

YES

If your school or college thinks the exam board has not followed the correct process after the exam board's appeals process, it may be able to apply for a procedural review with the relevant regulator's **Exam Procedures Review Service (EPRS)**.

3

I can progress as intended or look for a new option that I am happy I can progress with.

Talk to your school or college about opportunities to re-sit or other options that are available to you to progress in education, training or work.

<sup>1</sup> If you are a private candidate, you can apply directly to your exam board for a review of your result and an appeal. If not, you must talk to your school or college and they will contact the exam board as needed.

## Appendix 2 – GCSE Post Results Fees – Summer 2025

To request any reviews, you need to complete the form [Application for GCSE Post Results Services – Summer 2025](#), total up the amount you are spending and pay, details below. In the event that funds have not been received, you may receive a communication which asks you to pay.

**NO REVIEWS WILL BE REQUESTED UNTIL PAYMENT HAS BEEN RECEIVED.**

### GCSE POST RESULTS FEES – SUMMER 2025

| Board & Service                | AQA    | Edexcel<br>(Pearson) | OCR    | Deadline   | Timescale |
|--------------------------------|--------|----------------------|--------|------------|-----------|
| Clerical Re-Check<br>Service 1 | £9.45  | £14.00               | £11.50 | 23/09/2025 | 10 Days   |
| Review of Marking<br>Service 2 | £43.50 | £50.00               | £65.25 | 23/09/2025 | 20 Days   |
| Access To Scripts<br>(ATS)     | ~      | ~                    | ~      | 23/09/2025 | 20 Days   |

### Payment Details

#### **Barclays Bank**

**Stamford Park Trust**

**Sort code: 201624**

**Account: 33482316**

Please could you put the reference as: FHS followed by pupil name

Refunds are only made when the overall grade for the qualification changes – this is in line with exam board policy.

## Appendix 3 – Application for GCSE Post Results Services – Summer 2025

The following forms are available from the Exams Office and on the school website in the exams section.  
To request one please email: [exams@fairfieldhighschool.co.uk](mailto:exams@fairfieldhighschool.co.uk)

# Candidate Application for GCSE Post Results Services - 2025

**Pupil Name:** .....

(Please print clearly)

**Candidate Number:** .....

**Email address:** .....

(for the outcome to be sent to)

Fill in the subject, exam board and unit/paper reference details carefully – your results slip contains this information.

Tick the service you require per exam\*.

|                        |              |              | Tick only one box      |                        |                         |
|------------------------|--------------|--------------|------------------------|------------------------|-------------------------|
| Subject                | Exam Board   | Element code | Clerical re-check (S1) | Review of marking (S2) | Access to scripts (ATS) |
|                        |              |              |                        |                        |                         |
|                        |              |              |                        |                        |                         |
|                        |              |              |                        |                        |                         |
|                        |              |              |                        |                        |                         |
| <b>OFFICE USE ONLY</b> | <b>TOTAL</b> | <b>£</b>     |                        |                        |                         |

\*N.B. charges are per exam and do not cover the whole subject – each subject consists of up to 3 exams

### Charges:

| Service                      | Deadline                        | AQA    | Pearson (Edexcel) | OCR    |
|------------------------------|---------------------------------|--------|-------------------|--------|
| Service 1: Clerical re-check | 23 <sup>rd</sup> September 2025 | £9.40  | £14.00            | £11.50 |
| Service 2: Review of marking |                                 | £43.50 | £50.00            | £65.25 |
| ATS: Access to script        |                                 | ~      | ~                 | ~      |

**Payment for the services is at the time of request.** Payment can be made following the details below:

### Barclays Bank

**Stamford Park Trust**

**Sort code: 201624**

**Account: 33482316**

Please could you put the reference as: FHS followed by pupil name

Refunds are only made when the overall grade for the qualification changes – this is in line with exam board policy.

### **Your consent**

I confirm that I wish to apply for the above services. In the case of review of results, I have read the warnings and information in the Results Guidance Booklet and give my consent for an application to be made for the services requested above. In giving consent I understand that the final subject grade(s) awarded may be lower than, higher than, or stay the same as the grade(s) originally awarded.

**Please tick one of the boxes below:**

**I wish to proceed without or contrary to advice from subject** ☐

**Checked by subject** ☐

**Pupil Signature:** .....

**Date:** .....

## Appendix 4 – GCSE Certificates Postal Request & Consent form

### GCSE Certificates Candidate Postal Consent Form

I, ..... am unable to collect  
(Print name)

my certificates in person for the Exam Season: .....  
(example- Summer 2024)

I give permission for my certificates to be posted to the address specified below.

**Postal Address for Certificates:**

I understand that certificates will be sent recorded delivery and only be posted after the fee of £7.50 has been paid and that Fairfield High School for Girls will not be held responsible should certificates subsequently get lost in transit.

**Candidate signature:** .....

**Candidate number:** ..... **Date:** .....

Please return to the Exams Office ([exams@fairfieldhighschool.co.uk](mailto:exams@fairfieldhighschool.co.uk))

Payment details can be supplied on request.

**Certificates will not be posted until a payment has been received.**

## Exam Results/Exam Certificates Permission for collection by a third party

I, .....give permission  
(Print name)

to .....  
(Print name)

to collect my examination results/certificates on my behalf for the

Exam Season: .....  
(example- Summer 2024)

He/she will bring photo I.D. of his/her identity when collecting these results/certificates.

**Candidate signature:** .....

**Candidate number:** ..... **Date:** .....

This completed form should be brought to the Exams Office or Reception by the person collecting the results or certificates along with his or her photo I.D.