



Examinations Office



Examination Certificates - Collection Arrangements

Examination Certificates for 2020/21 will be available to collect from Tuesday 4th January 2022. Certificates from previous years can be collected upon request.

Making your appointment

You can make an appointment by either emailing Exams@sjr.ac.uk or calling for the Exams Department on 01942 214797.

You will need to provide the following details:

- Your full name
- Student ID number (if known)
- The year you left college
- The date and time you would like to come in (*opening hours Monday – Friday, 8am until 4pm*)
- If you are unable to collect the certificates, the details of someone collecting on your behalf
- A contact number in case we need to rearrange your appointment

What to bring to your appointment

When collecting your certificates, you will need to bring some ID with you. For example, this could include your passport, driving licence or old student card.

If you require someone to collect your certificates for you, they will need to bring with them a written letter of authority from you. The letter of authority must contain **all** the following information: Your name, your DOB, your signature and the full name of the person to whom you are giving permission to and their relationship to yourself.

If the letter of authority is missing some of this information, we will not be able to issue your certificates. The person collecting certificates on your behalf will be asked for some **photographic** proof of their ID, so please ask them to bring something suitable with them (drivers' licence, passport, etc.).

Please note that we do not post certificates home, replacements are costly (around £60 each) and they may be requested by employers as proof of your qualifications.

Certificates not collected 3 years after you have left College will be destroyed.