**Examination Results Collection**

If a student is not able to collect their exam results on the official results day (see dates below) they have the following options available to ensure results can be seen on the official dates.

* ALEVEL – 15th August 2019
* GCSE – 22nd August 2019

**Nominating a friend or family member to collect results**

Students must send a letter to the exams office with their full name, year group and tutor set. They will need to add the full name of the person collecting their results on their behalf. The nominated person will need to bring a form of photo ID with them which matches the name on the letter.

If the nominated person does not have a form of photo ID on the day, the exams office will not be able to release results to them.

If a letter has not been sent to the exams office the results will not be released to anyone except the student.

We are unable to take confirmation over the phone.

**Posting out results**

Students must send in an SAE, stamped envelope with a note attached which has the student’s information on. This will be sent out the day before results day to ensure it is with the student on results day

(Please note this is subject to postal delivery and that correct stampage has been used. Toot Hill School will not take responsibility for results arriving late.)

**After results day collection**

Students can collect results after official results day at any time the school is open at the following times, 9am-3pm. Please note the exception of August 21st and August 22nd due to GCSE results taking place.

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| Reviewed by | Rachel Dodds | Date | 13/08/2019 |