

## **CERTIFICATES FOR ACADEMIC YEAR 2024-25**

Certificates will be available for you to collect from main College reception:

During term time between the hours of:

**9.30am – 14.30pm Monday - Friday**

It is your responsibility to collect these from the main College reception. Please bring photo ID with you eg ID card, driving licence, passport.

It is important that you keep your certificates in a safe place, if you lose them or require duplicates, each Exam Board charges a fee, which is in excess of £40 per certificate. Not all Exam Boards issue replacement certificates and may only provide a letter confirming your marks/grades or certifying statement of results. College does not keep copies of your certificates.

### **Nominating someone else to collect your certificates**

You are required to sign to confirm that you have received your certificates and that they are correct. If you are unable to collect them, you can give authority for someone else to collect and check them on your behalf. This may be a letter addressed to the Exams Office or an email to [examinations@ndonline.ac.uk](mailto:examinations@ndonline.ac.uk). The letter/email should state your Student ID number, full name, date of birth, the subjects/levels achieved, contact number and the name of the person, and their relationship to you, who will collect them. The person collecting them must show some form of Photo I.D. of themselves.

### **Posting Certificates**

If you wish your certificates to be posted out to you, you must register on the College Store via this link <https://notredame.collegestore.uk/> and then click on Browse categories, select Exams and then select Exam Certificate Postage and pay the fee. Please make sure you state your current address.

### **Uncollected Certificates**

We strongly advise all students to collect their certificates, as we are only required to keep certificates for twelve months from issue. We can only guarantee that certificates will remain in college for twelve months from issue date. Certificates would then have to be replaced/re-issued by a student's direct application to the applicable Exam Boards.