

Terms and Conditions for Authorisation to Collect Results or Certificates

By submitting an authorisation request to allow a third party to collect examination results or certificates on your behalf, you agree to the following terms and conditions:

1. Eligibility

- Only the candidate may authorise a third party to collect their results or certificates.
- The authorised individual must be over 18 years old and must present valid photo identification at the time of collection.

2. Required Documentation

The following documents must be presented upon collection:

- A signed written authorisation from the candidate (physical or electronic).
- A clear copy of the candidate's valid photo ID (passport, driving licence, etc.).
- Valid photo ID of the authorised person.
- Any additional verification requested by the centre.

Failure to provide any of the above may result in refusal to release the documents.

3. One-Time Authorisation

- Each authorisation is valid for a **single collection only**.
- A new authorisation must be submitted for each separate collection request (e.g. for both results and certificates if collected at different times).

4. Security and Confidentiality

- The institution reserves the right to verify the authenticity of the authorisation and identities before releasing any documents.
- No information will be disclosed or handed over to any third party without proper authorisation.

5. Collection Window

- Monday to Wednesday (10AM to 5PM) but (1PM to 3PM Break time) .
- Certificates may be collected once they have been issued by the examination board (approximately **3 months after results day**).

6. Posting Certificates

- If authorised, certificates may be posted to the address provided on the form.
- The institution is not liable for any loss or damage of certificates during postal delivery.

7. Limitation of Responsibility



- The centre is not responsible for delays in certificate delivery from the awarding bodies.
- It is the candidate's responsibility to provide accurate and complete information.

8. Right to Refuse

- The institution reserves the right to refuse collection if:
 - The documentation is incomplete or incorrect.
 - The authorised individual fails to meet ID requirements.
 - There are any concerns about data security or fraudulent activity.

9. Data Protection

- All information provided will be handled in accordance with our Data Protection Policy and the UK GDPR.
- Personal data will only be used for verification and record-keeping purposes related to the release of examination documents.

For any queries related to the authorisation process, please
contact:  exams@uniquesixthform.co.uk |  **0208 888 46341**