



Corby Business Academy

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Principal: Simon Underwood

26<sup>th</sup> November 2024

### Exam Certificates Collection

Dear Parents, Carers and Student,

Exam certificates have now arrived at Corby Business Academy.

Students will be able to collect their certificates from Friday 29<sup>th</sup> November 2024 between the hours of 9.00 a.m. – 4.00 p.m.

Students will be asked for some form of identification and to sign for their certificate.

If any students are unable to collect their certificates personally, they may arrange for someone else to pick these up instead. The Academy will need an email of authorisation giving the details of the person collecting the certificates on their behalf. They will need to bring some form of identification with them.

Use of the postal system is not recommended from awarding bodies as replacement certificates cost approximately £60.00 per each certificate.

If you have any concerns about collecting your certificates or any other matters, please do not hesitate to contact the Exams Team via email at [dataexams@corbybusinessacademy.org](mailto:dataexams@corbybusinessacademy.org) or call 01536 303120.

Yours sincerely,

*Kristy Shields*

Mrs K. Shields  
**Exams Officer**