**Authorisation for Collection of Examination Results**

The JCQ guidance makes it clear that examination results are the property of the candidate. Your results are available on Sapien from 8am on Results Day (Thursday 14 August 2025).

You are also invited to come to the College to collect a paper copy of your results in person and to attend a Results Day breakfast between 8.30am and 10.30am.

If you can’t attend this and would like someone else to collect your paper copy of your results, we need your written permission giving them authority to collect them.

This form needs to be completed and sent to the Exams Office beforehand on [**cisexams@bsfc.ac.uk**](mailto:cisexams@bsfc.ac.uk)or if you don’t have access to a printer, we can accept this information on an email from you. The person who has been nominated to collect the results will need to bring a form of identification with them (e.g. passport, drivers licence).

Unfortunately, I will not be able to collect my public examination results in person on 14 August 2025. I am therefore authorising for these to be collected on my behalf by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name) I understand that they will need to present this letter of authorisation and possess some means of appropriate identification such as a passport or drivers licence.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student Name – print clearly) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College ID number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (contact number in the event of a query)