

Dear Student

Arrangements for Results Day

GCE and BTEC results will be available for collection on **Thursday 15 August 2019 from 10.00am to 13.00pm in SANYO Brasserie.**

GCSE, BTEC and ECDL results will be available for collection **on Thursday 22 August 2019 from 10.00am to 13.00pm in SANYO Brasserie.**

Paper results slips not collected by 13.00pm will be emailed to your UTC email account. BTEC and ECDL certificates will not be posted out.

If you are unable to collect your results and wish someone else to collect them on your behalf please complete the authorisation form in the examination handbook, available on the website. Complete the correct form for either GCE or GCSE examinations. You must sign the form and the person collecting on your behalf should bring identification with them. Watford UTC is not responsible for your results slips or certificates after collection.

Post Results information is available on the website along with the fees list.

GCE / GCSE certificates for the summer 2019 examinations will be available after November 21 for collection. Please contact us prior to coming in so that your certificates can be left in reception. We will need at least 48 hours notice. If you wish your certificates to be posted out to you then please send a cheque made payable to The Watford UTC for £3.00 for recorded delivery or £7.50 for Special Delivery. Watford UTC will not be liable for certificates that are lost or damaged in the post.

Replacement certificates are only available from the exam boards and can cost up to £50 per certificate. I strongly advise that these certificates are collected and kept securely as employers and educational institutions often request to see these when applying for a job or course.

Yours sincerely

Kathy

Kathy McKenna

Examinations Officer