Monday 2nd November 2026

HAMMERSMITH Academy

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**EXAM CERTIFICATE COLLECTION**

Dear Students,

Your examination certificates will be available for collection from Hammersmith Academy's reception on the following dates:

**Saturday 21st November 2026, 9am – 2pm**

**Saturday 28th November 2026, 9am – 2pm**

Please note that certificates will **only be available for collection on these dates and times**, unless alternative arrangements have been agreed in advance.

**You are expected to collect your certificates in person.** If you are unable to attend, you may authorise a friend or relative to collect them on your behalf.

To do so, you must provide written consent, either by giving the person a signed authorisation letter or by emailing the Data & Exams Team with the name of the person collecting your certificates.

**Certificates will not be released without your written authorisation.**

Unclaimed certificates will be stored securely for 12 months from the date of issue, after which they may be destroyed in accordance with exam board regulations.

If you require replacement certificates in the future, you will need to contact the relevant exam organisations directly and pay the applicable fees.

If you are unable to attend on the scheduled dates, wish to authorise someone to collect your certificates, or have any questions about coursework collection, please contact Data & Exams Team at **datateam@hammersmithacademy.org**

Yours sincerely

Lucie Hrabankova
**Data & Exams Manager**



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