



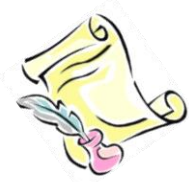
A Level & GCSE Exam Certificates are now ready for collection from the Exams Office



For Collection please report to the main school reception between 10.00am and 3.00pm during term time only



We can arrange for your certificates to be posted via Royal Mail recorded delivery – Please make payment of £5 on the school shop and email exams@cooperscoborn.co.uk to request postage.



If you require someone to collect them on your behalf please give written authority to your nominated person or email exams@cooperscoborn.co.uk photographic ID will be required to be shown by your nominated person.



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Once the ParentPay Shop link has opened you need to:-

Scroll down to Exam Fees;

- Select Exam Postage Fees. From the drop down menu select Postage. Add this to the basket.
- Once selected, click on the trolley symbol found at the top right of the screen. This will provide a breakdown of the items that you have selected. If agreed, click on 'Proceed to payment'.
- Complete the 'Parent / Payer' fields and click on 'Proceed to payment' and complete the required fields.

Should you have any questions regarding completing this process, please contact a member of the exams office team.