



NOTICE

DISTRIBUTION OF CERTIFICATES FOR PRIVATE CANDIDATES MAY-JUNE 2023 EXAMINATIONS



Please be advised that the distribution of Certificates for Private Candidates May/June 2023 examinations will take place at the following locations from
15th April – 28th June 2024:

Sangre Grande District Office – Savi Street, Boodooville, Sangre Grande

Candidates with the following Centre Numbers:

160225, 160226, 160227, 160228, 160229, 160230, 160231, 160232, 160234, 160235, 160236, 160237

Examinations Unit San Fernando – 16-22 Sutton Street, San Fernando

Candidates with the following Centre Numbers:

160254, 160255, 160256, 160257, 160258, 160259, 160260, 160261, 160269, 160270, 160271, 160272, 160273, 160274, 160275, 160276, 160277, 160278, 160279, 160280, 160284, 160285, 160286

Ministry of Education Head Office - # 5 St. Vincent Street, Port of Spain

Candidates with the following Centre Numbers:

160201, 160202, 160203, 160204, 160205, 160206, 160207, 160208, 160209, 160210, 160213, 160214, 160215, 160216, 160217, 160219, 160220, 160221, 160222, 160223, 160224, 160282, 160283, 160241, 160242, 160243, 160244, 160245, 160246, 160247, 160248, 160249, 160250, 160251

In order to collect a certificate, each candidate must produce:

- A valid form of picture ID: National ID card, Driver's Permit or Passport
- Knowledge of your Centre number/ Candidate number will expedite the process

Persons wishing to collect a certificate on someone else's behalf must produce:

1. A letter of authorization from the candidate
2. Candidate's picture ID

Certificates not collected may be returned to CXC, Barbados

PRESERVING YOUR EDUCATIONAL CERTIFICATES

DO: — **Store documents flat.**
Storing documents flat will help prevent distortion. Proper handling and storage of your certificates will ensure their longevity.

— **Store items individually.**
Protect your certificates in plastic sleeves that fit into a labelled three-ring binder that allows for easy access.

— **Remove any paperclips or staples.**
These may leave rust marks and discolourations on the certificate.

— **Keep all certificates out of direct sunlight.**
Extreme temperatures damage certificates. To avoid disasters, store them in moderate temperatures and in locations where humidity is low – in a dry, cool place where water and dampness cannot reach them.



PRESERVING YOUR EDUCATIONAL CERTIFICATES

DON'T: — **Laminate or frame your certificates.**
Ever noticed embossed (raised) seals on your certificates? These will become damaged if pressed under glass or sealed between heated plastic.

— **Eat and drink near your certificates.**
Despite how careful you try to be, spills may occur. Liquids destroy certificates.

— **Give your certificates to unauthorised persons.**
Some may steal, scan or copy your certificate and use it for fraudulent purposes.

