

Guidance notes

Complete this form for any candidates who do not appear on your computer-generated attendance register.

Print this form. Add a tick (✓) in the 'Present' column for every candidate who is present and a tick (✓) in the 'Absent' column for every candidate who is absent or withdrawn.

Take a copy of the attendance register and keep it for your records.

Pack the scripts in candidate order with the original copy of the attendance register on the top.

This is an interactive PDF. To complete it on screen we recommend you use Adobe Reader 9 or later or Adobe Acrobat. If you use a lower version of Adobe Reader, your data will not be saved. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html>