

Supplementary Attendance Register

Read the guidance notes at the end of the form before you fill it in.

Centre number	<input type="text"/>	Centre name	<input type="text"/>
Exam series	<input type="text"/>	Qualification level	<input type="text"/>
		e.g. Cambridge IGCSE	
Syllabus code	<input type="text"/>	Syllabus title	<input type="text"/>
Component code	<input type="text"/>	Component title	<input type="text"/>
Exam date	<input type="text"/>		
(DD/MM/YY)			

Candidate number	Candidate name	Attendance	
		Present	Absent

Signed (Invigilator)	<input type="text"/>	Date	<input type="text"/>
		(DD/MM/YY)	

Name

Guidance notes

- Complete this form for any candidates who do not appear on your computer-generated attendance register.
- Add a ✓ in the 'Attendance' column for every candidate that is 'Present' and a ✓ in the 'Absent' column for every candidate that is absent or withdrawn.
- Take a copy of the attendance register.
- Pack the scripts in candidate order with the original copy of the attendance register on the top.
- Keep the copy of the attendance register for your records.

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