



Phase 5: Completing an attendance register Video transcript

The attendance register is a formal record of all the candidates registered to take an exam.

You will receive your attendance registers in your pre-exam despatch.

At the start of the exam, complete and sign the attendance register, to show whether the candidates listed are present or absent.

If any candidate names are not on the register, add them to the bottom. If you need a blank copy of a register, use *Exam Day – Form 1* which you can download from our website (www.cambridgeinternational.org/forms).

At the end of the exam, check each script against the attendance register, making sure there is a script for every candidate marked as present.

Arrange the scripts in candidate number order with the front copy of the register on top.

Place them in the grey script return packet and attach the correct bar-coded label to the front of the packet.

Do not include any other documents in your packets.

Keep the bottom copy of the attendance register.

If you have lots of entries for an exam, you can place your scripts in several packets.

Split the attendance register into separate pages, so each page matches the scripts in the relevant packet.

If all the candidates for a component are absent, you must still complete and enclose the attendance register in the script packet, attach the bar-coded label and return it to us.

If any candidates are invigilated separately or taking an exam at an alternative venue, do not submit a separate attendance register for them. Mark them as 'Present' on the main attendance register and make a note of the candidates concerned at the bottom of the register. Return their scripts in the same packet as the other candidates taking the exam.

For further guidance, see Part 5 of the *Cambridge Handbook*.