

This version valid from May 2021

## Supplementary attendance register

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

Centre number	Centre name
Exam series	Qualification level   e.g. Cambridge IGCSE
Syllabus code	Syllabus title
Component code	Component title
Exam date (DD/MM/YY)	

Candidate number	Candidate name	Attendance Present Absent	
	Candidate name		Absent

Signed (Inv	/igilator)	Date (DD/MM/YY)	
Name			

## **Guidance notes**

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

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every candidate who is present and a tick ( $\checkmark$ ) in the 'Absent' column for every candidate who is absent or withdrawn.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