

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column for every candidate who is present and a tick (✓) in the 'Absent' column for every candidate who is absent or withdrawn.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