

EXAMINATION ATTENDANCE SHEET

Session:

School:

Course(s):

Date of Exam:

Total Students at Exam

Module Name
& Number:

SUBJECT LEADER

For completion by School				For completion by Senior Invigilator			
	Student ID Number	SURNAME	FORENAME	ID Card Shown	Attend Exam	Script Received	Additional Comments or Special Circumstances (e.g. other form of ID if Student Card was not produced, left room due to illness, suspected of infringing rules, late entry, left early etc.)
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For completion by School				For completion by Senior Invigilator			
	Student ID Number	SURNAME	FORENAME	ID Card Shown	Attend Exam	Script Received	Additional Comments or Special Circumstances (e.g. other form of ID if Student Card was not produced, left room due to illness, suspected of infringing rules, late entry, left early etc.)
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NOTE TO INVIGILATORS

The University allows all candidates who appear at an examination hall to take the examination. Under no circumstances should a candidate be debarred from taking an examination. If the name of the candidate does not appear on the list, then add it to the end of the list. If an unexpected SAA student turns up to an exam, the Senior Invigilator must contact the School Office.

Senior Invigilator

Name Signature Date

Supporting Invigilator(s)

Name Signature Date

Name Signature Date