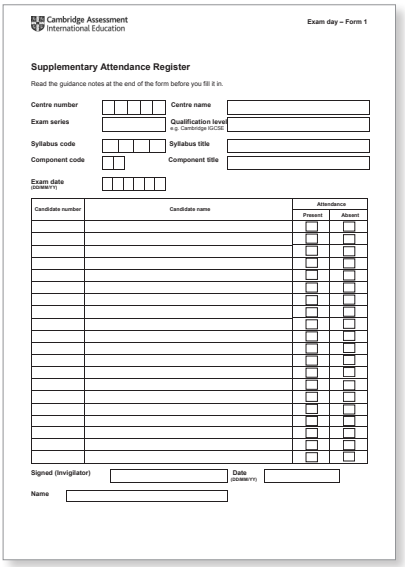
Guidance for packing scripts

Attendance register


Cambridge Assessment International Education

Exam day – Form 1

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

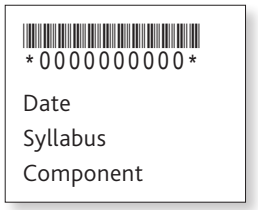
Exam date (DD/MM/YY)

Candidate number	Candidate name	Attendance: Present	Attendance: Absent

Signed (Invigilator) | Date (DD/MM/YY)

Name

Bar-coded label

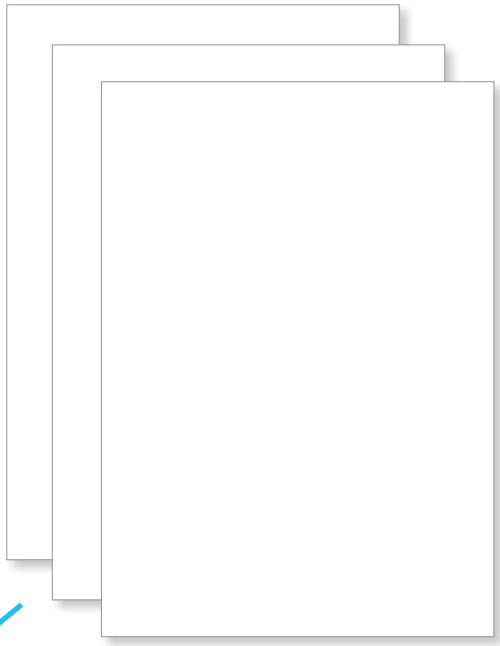

0000000000

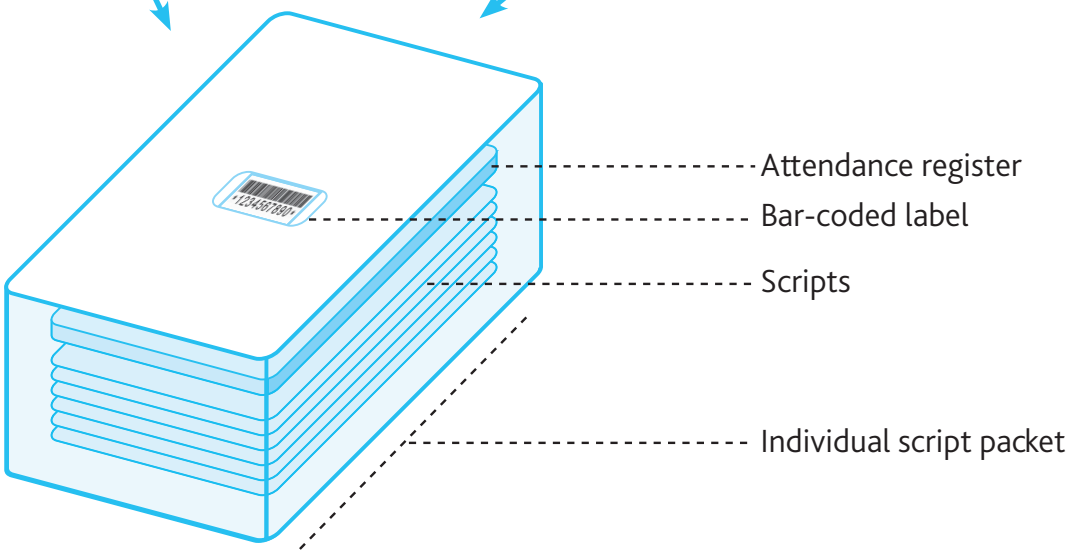
Date

Syllabus

Component

Scripts (+ cover sheet if neccesary)





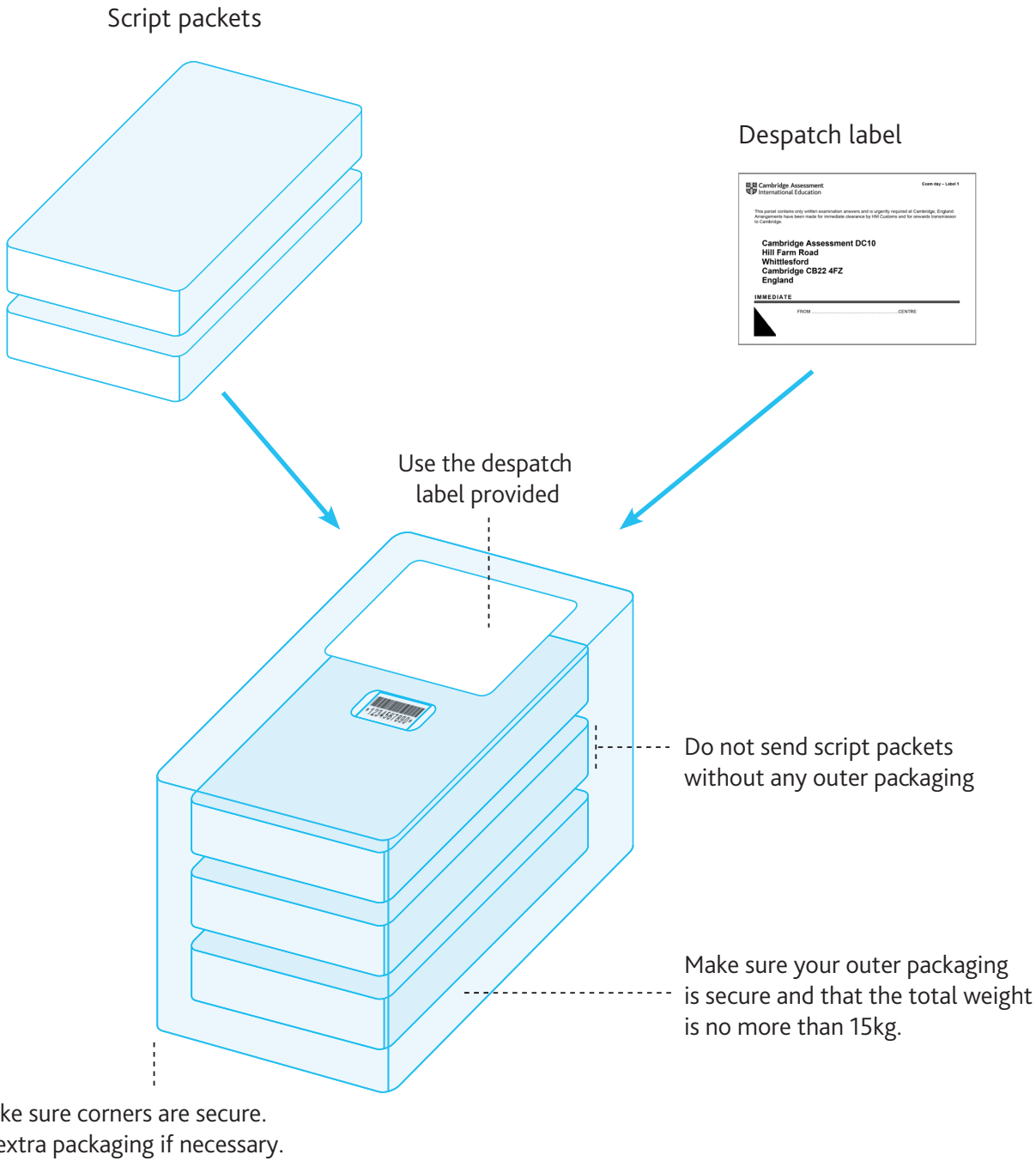
Important information

- Please do not include anything else in the script packets
- Do not send your scripts without outer packaging
- Despatch your packages following our guidance.

For more details, go to www.cambridgeinternational.org/examday
or see section 5.4 of the *Cambridge Handbook*

Cambridge Assessment International Education

Guidance for despatching scripts



Important information

- Do not pack all components for a syllabus in one package
- Once you have packed your scripts contact a reputable courier who provides a tracking number
- Complete a script return form for every consignment
- Contact us if you have a large number of parcels and need to use air freight.

For more details, go to www.cambridgeinternational.org/examday
or see section 5.4 of the *Cambridge Handbook*

Cambridge Assessment International Education