

## Transcription Cover Sheet

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

<b>Centre number</b>	<input type="text"/>	<b>Centre name</b>	<input type="text"/>
<b>Candidate number</b>	<input type="text"/>	<b>Candidate name</b>	<input type="text"/>
<b>Exam series</b>	<input type="text"/>		
<b>Syllabus code</b>	<input type="text"/>	<b>Syllabus title</b>	<input type="text"/>
<b>Component code</b>	<input type="text"/>	<b>Centre-delegated access arrangements</b>	<b>Yes</b> <b>No</b>

Centre comments (if appropriate)

**Signed (Transcriber)**     **Date** (DD/MM/YY)

**Name**

Please sign to confirm that the attached copy of the script was prepared by a transcriber in accordance with the regulations set out in Part 1 of the *Cambridge Handbook*.

**Signed (Head of Centre)**     **Date** (DD/MM/YY)

**Name**

Please sign to confirm that the attached copy of the script was prepared by a transcriber in accordance with the regulations set out in Part 1 of the *Cambridge Handbook*.

Examiner comments (if appropriate)

**Signed (Examiner)**     **Date** (DD/MM/YY)

**Name**

## Guidance notes

### Responsibilities: Centre

- Complete the form and attach it securely to the front of the transcript.
- Attach this form and the transcript to the back of the candidate's script.
- Follow the instructions in Part 5 of the *Cambridge Administrative Guide* to return the script, attached form and transcript to Cambridge.
- Make sure the transcript is prepared in accordance with the regulations for producing a transcript as set out in Part 1 of the *Cambridge Handbook*.
- In the box marked 'Centre comments' indicate whether any interpretation has been shown on the verbatim (word for word) transcript and any other information that you think the examiner and/or Cambridge should know.
- Do not detail why the transcript was necessary anywhere on the form.

### Responsibilities: Examiner

- Refer to the relevant sections of the *Instructions for Examiners* booklet when marking this script.
- In the box marked 'Examiner comments' indicate any information that you think Cambridge should know.
- If you have made any comments in the box forward the script and all accompanying documentation to your team leader immediately.