

Practical Assistant Cover Sheet

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

Centre number	<input type="text"/>	Centre name	<input type="text"/>
Candidate number	<input type="text"/>	Candidate name	<input type="text"/>
Exam series	<input type="text"/>		
Syllabus code	<input type="text"/>	Syllabus title	<input type="text"/>
Components	<input type="text"/>		

Centre comments (if appropriate)

Signed (Practical Assistant) **Date (DD/MM/YY)**

Name

Please sign to confirm that the attached copy of the script was completed in accordance with the regulations for using a practical assistant as 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 in accordance with the regulations for using a practical assistant as 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 script.
- Follow the instructions in Part 5 of the *Cambridge Administrative Guide* to return the script and attached form to Cambridge.
- Make sure the script is prepared in accordance with the regulations for using a practical assistant as set out in Part 1 of the *Cambridge Handbook*.
- In the box marked 'Centre comments' indicate whether there have been any problems with the production of the script and any other information that you think the examiner and/or Cambridge should know.
- Do **not** detail why a practical assistant was used 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.