Notes on the Completion and Submission of Attendance Register Supplement (Additional Candidates)

The enclosed Attendance Register Supplements should be completed when a candidate attends for an examination and their name is not listed on the Attendance Register for that examination.

The course name, code and level can be found on the Attendance Register Form Ex6 for the course concerned.

Attendance Register Supplements are printed on two-part paper – the white top copy should be enveloped with candidates' completed examination papers in a separate script envelope from candidates already on an Attendance Register Form Ex6. The yellow copy should be passed to the SQA Co-ordinator or whoever is responsible for data submissions within the centre.

Centre Action

The SQA Co-ordinator or the person responsible for data submissions should ensure that an entry or change of level is submitted to SQA in the normal way.

NB An estimate will also be required for any new entry/change of level. Please submit this information electronically in the normal way or complete an estimate supplement form and return to Data Services, SQA, Ironmills Road, Dalkeith, Midlothian, EH22 1LE.

SQA Action

Upon receipt of the packet containing the Attendance Register Supplement and the candidate's scripts/coursework, SQA will:-

- Where an entry at the appropriate level already exists, allocate the scripts to a marker without delay

- Where an entry at the appropriate level does not exist, process one based on the information provided on the Attendance Register Supplement. This will allow us to allocate a marker and forward the scripts to that marker as soon as possible. **NB Submission of this supplement will be taken as authorisation from the centre for SQA to process an entry. If for any reason, the centre does not wish an entry to be created for a particular candidate, please contact Data Services on 0131 561 6960 as soon as possible.**

Copies of the Attendance Register Supplement can be downloaded from the SQA website www.sqa.org.uk in the section Services for Centres (click on Examination Support Documentation, then Attendance Register Supplement), by e-mailing markingsupportandemc@sqa.org.uk or by contacting Marking Support and EMC on 0131 271 6728. Please note that photocopies are also accepted.