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

Attendance Register Supplements must be completed for candidates when coursework examination scripts are being submitted to SQA and their name is not listed on the Attendance Register form Ex6 supplied.

**The form must be enclosed with the candidates’ completed coursework in a separate Script Return Envelope from candidates already on the Attendance Register form Ex6**.

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

If no additional entry/change of level is processed, it will delay the marking of the candidates’ coursework and subsequent certification.

**Centre Action**

The SQA Co-ordinator or the person responsible for data submissions must ensure that a new entry or change of level is submitted to SQA in the normal way ahead of the pick-up.

Please ensure no coursework for National 5 is submitted for additional candidates who have changed level to National 4.

An estimate will also be required for any new entry/change of level. Please submit the estimate electronically in the normal way or complete an estimate supplement form and send to estimates@sqa.org.uk.

**SQA Action**

On receipt of the packet containing the Attendance Register Supplement and the candidates’ submission, SQA will proceed as follows:

* Where an entry at the appropriate level already exists, we will allocate the scripts to a marker without delay
* Where an entry at the appropriate level does not exist SQA will contact centres to ensure that a new entry or change of level is submitted to SQA in the normal way

Further copies of the Attendance Register Supplement can be downloaded from [www.sqa.org.uk/examsupport](http://www.sqa.org.uk/examsupport).

Please note that photocopies are also accepted.