



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

Attendance Register Supplements should be completed when a candidate completes coursework or attends for an examination and their name is not listed on the Attendance Register form Ex6 supplied.

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 enclosed with the candidates' completed coursework or examination papers in a **separate Script Return Envelope from** candidates already on the Attendance Register Form Ex 6.

The yellow copy should be passed to the SQA Co-ordinator or whoever is responsible for data submissions within the centre as soon as possible after the coursework/examination scripts have been packaged.

Centre Action

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

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 return to Data Services, SQA, Lowden, 24 Wester Shawfair, Dalkeith, Midlothian, EH22 1FD.

SQA Action

On receipt of the packet containing the Attendance Register Supplement and the candidates' coursework/examination scripts, 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, we will contact the centre concerned to request that the additional entry is processed in the normal way as soon as possible
- ◆ If no additional entry/change of level is processed by the centre, it will delay the marking of the candidates' coursework/examination scripts and subsequent certification

Copies of the Attendance Register Supplement can be downloaded from www.sqa.org.uk/examsupport or by e-mailing markingsupportandemc@sqa.org.uk

Please note that photocopies are also accepted.