

**Exam Centre Code**

New Zealand Qualifications Authority

 **Late Entry Attendance Roll 2024**

 *(for completion by school, and handed to Exam Centre Manager)*

Exam Centre Name:

Exam Session Session Date:

| **SAC****Conditions****Attached Y/N** | **Digital****Y/N** | **Exam code** | **NSN** | **Candidate name** | **Standard Number** | **Standard Number** | **Standard Number** | **Absent (A)** | **Number booklets collected** | **Time left** | **Extra paper** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | *School to complete this shaded section before the exam day* | *To be completed by supervisor during exam* |
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Exam Centre Manager’s Signature: Date attendance roll completed online:

***Instructions for use***

* **School to fill in the grey shaded area with late entry candidate details and give the form to the Exam Centre Manager before the examination.**
* **Supervisor of exam to complete white areas of the table during the examination.**
* **Exam Centre Manager to check the white areas following exam completion, sign and date the form and enter the details to the online attendance roll for that sessions.**
* **Copy the roll and include it with non-barcoded booklet(s) in a pink bag, with Candidate with Non-Barcoded Booklets forms.**
* **Accurate completion and timely return of this form is essential.**
* **SAC Conditions are to advise the ECM that SAC conditions for candidates have been attached for this exam and any exam assistants organised by the school.**