New Zealand Qualifications Authority

**Exam Centre Code:**

 **Late Entry Exam Attendance Roll 2025**

Exam Centre Name:

 Session date:

Click or tap to enter a date.

Exam Session:

**How to use this form:**

* School must complete the blue box area (left side) with late entry candidate details and give the form to the Exam Centre Manager before the exam session.
* Supervisor of exam to complete green box area (right side) of the table during the exam.
* Exam Centre Manager to check the green box area after the exam session, sign and date the form then enter the details onto the online attendance roll.
* Include a copy of this roll with the non-barcoded booklet(s) and Candidate with Non-Barcoded Booklets forms.
* Accurate completion, entry into the online roll 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.
* Digital sessions for change of exam centre candidates will show in the ECMs Assessment Master dashboard up to 48 hours prior to the exam session.

| School to complete this section before the exam day | Supervisor to complete this section during exam |
| --- | --- |
| **Exam code** | **NSN** | **Candidate name** | **SAC (Y/N)** | **Digital****(Y/N)** | **Standard Number** | **Standard Number** | **Standard Number** | **Absent** **(A)** | **Number of booklets collected** **(D = digital)** | **Time left** | **Extra paper** |
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Click or tap to enter a date.

Exam Centre Manager’s Signature: Date attendance roll entered online: