Course/ Project Name		Class Ref	
Module Title		**Module Code**	
Assessment Title		**Assessment Code**	

	Print Learner Name	Learner Signature	Date
1			
2			
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Please record any comments/recommendations/corrective or preventative actions:
(To be completed by the Assessment Supervisor)

_____   _____
Signed Assessment Supervisor/Assessor   **Date**

- If the assessment supervisor is someone other than the course instructor/tutor/trainer, the learners' identification must be confirmed by the course instructor/tutor/trainer or verified by photographic evidence.

- In line with Assessment Regulations any learner scheduled to attend the assessment event and did not attend, their absence is recorded on this attendance sheet by writing "**Absent**" in the learner signature column opposite the learner name.

- In the event of the learner submitting portfolios, course work, assignments or reflective journals, the above must be signed to record that the work has been submitted

WWETB Quality Assurance System
Assessment Attendance/Submission Sheet
Version 1.0 May 2019

<u>SEATING PLAN</u>