

Exam Day Attendance Checklist

Exam Information

Course / Subject

Date

Time

Location / Room

Invigilator(s)

Attendance

#	Student Name	Student ID	Present	Remarks
1				
2				
3				

Checklist

- Exam papers distributed
- ID checked
- Stationery checked
- Seating arrangement confirmed
- Instructions given
- Attendance marked
- All materials collected at end

Invigilator's Signature

Date