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| ***Class List Check List Form*** |  |
| **Student Registry** |

**Only for use if delivering hard copies of the actual Class List and Class List and Mark Upload Form to the:**

**Student Registry, Student Service Centre, New Museums Site, CB2 3PT**

This form must be completed by the Chairman of Examiners (Senior Examiners in the case of NST Parts II and III).

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| **Name of Examination** | |  | | | |
| **I have brought with me the following:** | | | | | **Please tick to confirm** |
| **(a)** | **Two copies of the Class List. Each Class should be ordered alphabetically by surname with initials and college** | | | |  |
| **(b)** | **A list of the names and Colleges of those candidates who have failed, and (if relevant) any comments which might assist the Applications Committee in considering the cases of those candidates** | | | |  |
| **(c)** | **A list of the names and Colleges of those candidates who do not appear on either (a) or (b), with reasons** | | | |  |
| **(d)** | **The Data Protection Processing of Marks Form concerning the processing of marks** | | | |  |
| **(e)** | **One hardcopy of the final markbook** | | | |  |
| **(f)** | **The completed Grade Roster including marking scheme, classing criteria and statistical information. (If you have not brought the completed Grade Roster, please do not tick the tick box, but please confirm a date by which you intend to submit the Grade Roster.)** | | | |  |
| **I certify that all the Examiners were present when the list of successful candidates was finally approved (except for any given dispensation by the Vice-Chancellor whose names nevertheless appear at the foot of the Class List)** | | | | | |
| **I can be contacted at the following telephone number and e-mail address** | | | **Telephone** |  | |
| **E-mail** |  | |
| **These are the name(s), telephone number(s) and e-mail(s) of Examiners who are able to answer questions relating to the Class List, in my absence** | | | |  | |
| **Chairman of Examiners (Senior Examiners in the case of NST Parts II and III) to sign** | | | **Signed** |  | |
| **Print Name** |  | |
| **Date** |  | |