

The University of Manchester

**EXAMINATION ROOM MATERIALS  
TO BE RETURNED TO THE  
STUDENT SERVICES CENTRE**

Please complete a separate envelope for each examination in your room.

**EXAM CODE:**

**INVIGILATOR:** Please enclose in this envelope the following documents (tick box to indicate which are enclosed):

- Surplus examination question papers (and envelopes)
- Yellow copy of completed attendance sheet
- Green invigilation attendance sheet
- Candidates' attendance slips (secured with rubber bands)
- List of student names and registration numbers
- Authorisation slips (handed in by staff collecting scripts)
- Completed Examination Incident Report Form(s) (if any)
- Any student registration (swipe) cards  
which may have been left in the examination room

**INVIGILATOR'S NAME:** \_\_\_\_\_

**EXAMINATION ROOM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

Please seal this envelope and return to:  
Student Services Centre  
Burlington Street  
The University of Manchester