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| **UNIT:** | | | | | | | | | | | | | | | | | |
| **First Name** | **Surname** | **Attendance [Enter date]** | | | | | **Assessment outcomes** | | | | | | | | | | **Comments** |
|  |  |  |  |  | **A 1** | **R** | **A2** | **R** | **A3** | **R** | **A4** | **R** | **A5** | **R** |
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| **CODES** | **MEANING** |
| NYC | NOT YET COMPETENT (resubmit) |
| C | COMPETENT |
| NC | NOT COMPETENT |

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| **DOCUMENTATION METHOD** |
| Write assessment outcome under the ‘A’ column for each assessment (1, 2, 3, 4, 5 etc.) |
| If student is required to resubmit, please enter date resubmit is requested in the ‘R’ column |
| Comments column can be used to document things like the number of times that people resubmit- actions etc. |