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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.  |