

Annexure B
Declaration of Attendance Form: 2026 Invigilator training

Name of district:	
Name of school/examination centre:	
Date of training session:	

(Please tick the appropriate box.)

Online training session	☐	In-person training session	☐	Cluster training session	☐
--------------------------------	--------------------------	-----------------------------------	--------------------------	---------------------------------	--------------------------

	Attendee surname and initial(s)	Designation	Signature
1		Principal/centre manager	
2		Chief invigilator (with approved delegation of authority)	
3		School Management Team (SMT) member #1	
4		SMT member #2	
5		Senior (conduct, administration and management) invigilator (community member)	
6		Senior (monitoring and reporting) invigilator (community member)	
7		Community member invigilator	
8		Community member invigilator	
9		Community member invigilator	

10		Community member invigilator	
11		Community member invigilator	
12		Community member invigilator	
13		Community member invigilator	
14		Community member invigilator	
15		Community member invigilator	

Declaration of attendance

I, the undersigned principal/centre manager, hereby declare that the persons listed above attended an online/in-person/cluster invigilator training session on:

.....2026

.....
Name and surname (principal/centre manager)

.....
Signature (principal/centre manager)

.....
Date

SCHOOL/EXAMINATION
CENTRE STAMP

Please note:

- Principals/centre managers must submit the original completed Declaration of Attendance Form to the district assessment and examination coordinator and keep a copy in the examination file.
- Principals/centre managers must also ensure that all attendees complete the online Declaration of Attendance Form. Please refer to Assessment Management Minute: 0010/2026 for the district-specific links.