*A Separate register should be used for each term of a course. The signed and completed register should be returned to the Weekly Class Programme Office by advertised deadlines for the term.*

**Tutor:** «tutor\_name» **Venue:** «address»

«day»s «meeting\_time»

*«start\_date» to «end\_date»*

|  |  |  | **Attendance**  (Please enter dates below) | | | | | | | | | | | | | | **Coursework** | | | | | | | **Assessment Outcome** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Option A  **Required no. of Pieces ……** | | | | | Option B | | **Passed (Y/N/I)** | **Sample Supplied For Moderation** | **Extension Granted** |
|  | **Registered for CATS points** | **Name** |  |  |  |  |  |  |  |  |  |  |  |  |  | **Total Attendance** | **Practice / formative Piece** |  |  |  |  | **Plan** | **Essay / Project / Other** |
| «index» | «row»«for\_credit» | «student» |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Date………........ Tutor’s Signature*……………………………………………..***