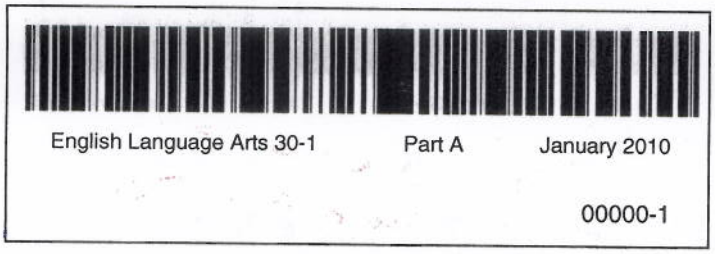
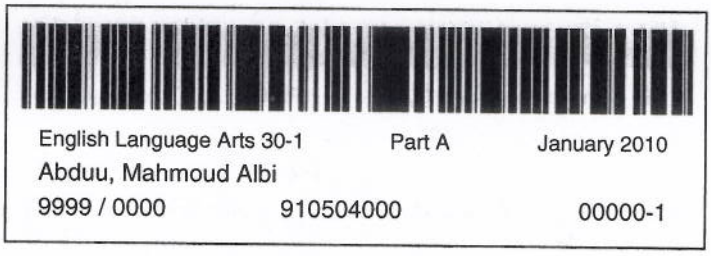
Instructions for Completing the Identification Information For Students (by students) on Part A Diploma Examinations

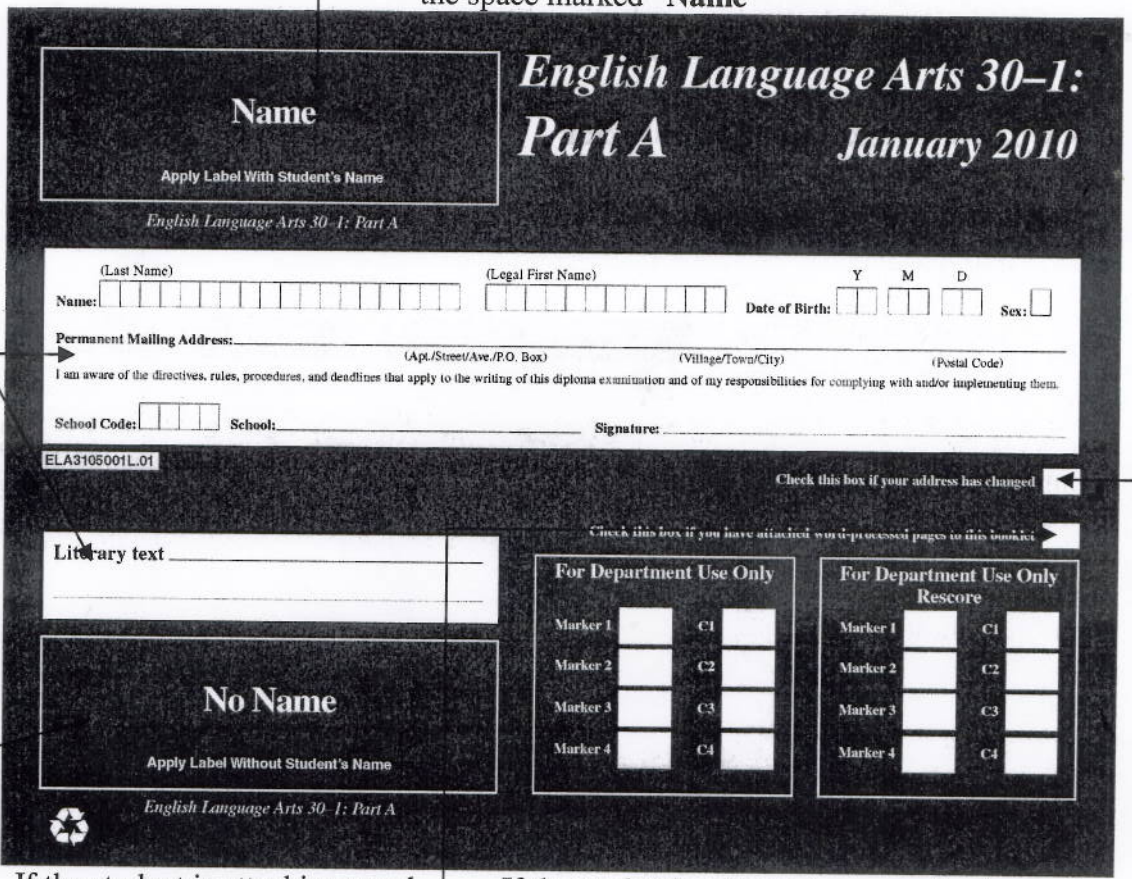
Student Identification labels are sent to schools with examination materials and are in an envelope marked "Bar Code Labels" (or in a shrink wrapped package). There are 2 labels for each registered student for each Diploma Examination: one label that has no student name on it and one that has the student's name on it.

Important: Labels should only be applied to the BACK COVER of the Diploma Examinations.





Instruct students apply the label **with their name** to the space marked "**Name**"



Instruct students to complete all sections that require their input Ensure that students have **read and understand the declaration**

Instruct students apply the label with **no name** to the space marked "**No Name**"

If the student is attaching word processed pages, instruct them to check the "word processed" box and remind them that they must **staple** the pages into the booklet at the correct location

If the student's address has recently changed or will change before results statements are issued, instruct them to check the "address has changed" box