**BHS Assessments Candidate Register: Sign in / sign out**

Each assessor should record the arrival and departure times of **all** their candidates below. Any candidate leaving the site at any time must sign out and, on return, sign in again. If they are only there for part of the day, they must sign in and out as appropriate.

We recommend candidates under the age of 18 are accompanied by a parent, carer or other responsible adult. They should complete this register on the candidate’s behalf.

Following the assessment please keep this with your assessment paperwork for 30 days and then securely destroy.

|  |  |  |  |
| --- | --- | --- | --- |
| **Centre:** | | **Assessment date:** | |
| **Assessor name:** | | **Assessor signature:** | |
| **Candidate number:** | | **Candidate name:** | |
| Initial arrival time: |  | Signature:  Name: |  |
| Intermediate sign out time: |  | Signature:  Name: |  |
| Intermediate sign in time: |  | Signature:  Name: |  |
| Final departure time: |  | Signature:  Name: |  |
| **If signed on behalf of candidate, what is the relationship to candidate:** | | | |
| **Candidate number:** | | **Candidate name:** | |
| Initial arrival time: |  | Signature:  Name: |  |
| Intermediate sign out time: |  | Signature:  Name: |  |
| Intermediate sign in time: |  | Signature:  Name: |  |
| Final departure time: |  | Signature:  Name: |  |
| **If signed on behalf of candidate, what is the relationship to candidate:** | | | |
| **Candidate number:** | | **Candidate name:** | |
| Initial arrival time: |  | Signature:  Name: |  |
| Intermediate sign out time: |  | Signature:  Name: |  |
| Intermediate sign in time: |  | Signature:  Name: |  |
| Final departure time: |  | Signature:  Name: |  |
| **If signed on behalf of candidate, what is the relationship to candidate:** | | | |

Candidate sign in/out register V2 01.02.2023