



**CANSFIELD**  
ACHIEVING EXCELLENCE TOGETHER

# Procedure to Identify Candidates

<u>Approval Date</u>	23 <sup>rd</sup> September
<u>Policy Review Date</u>	September 2022
<u>Chair of Governors</u>	
<u>Headteacher</u>	

## 1. Seating & Identifying Candidates in an Exam Room

### 1.1 Exams Officer

- Ensures a procedure is in place to verify candidates
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements
- Provides identification in the form of photographic ID for all exam rooms

#### 1.1.1 Verifying Candidate Identity Procedure

- Candidates are identified in each exam room by the use of individual name cards on each desk, together with the candidate photographs clearly displayed in each exam room. Both staff and invigilators are then able to check the name on the desk card and cross reference this with the student photograph
- A private/external or a transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence...
- Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.
- Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.”[ICE 16]
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan)

### 1.2 Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

### 1.3 School Procedures

- Cansfield High School rarely accepts private/external candidates (special arrangements are made in these cases).
- All candidates sit all their examinations in full school uniform. Our external invigilators are used during all internal examinations to get to know the students during their pre-public examinations.
- To help support the identification of students, photographs of all students together with their name are displayed clearly within each exam room. Name cards are also placed on each exam desk for every exam taking place and can be cross referenced with the photographs on display.
- In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be asked to remove the religious clothing for identification purposes. **The Senior Assistant Headteacher will inform candidates in advance of this procedure and well before their first examination.**

