



Procedure to verify the identity of candidates at the time of examination

Purpose

This plan outlines procedures put in place to verify the identity of candidates at the time of an examination or assessment at Carrington School

Verifying the identity of candidates

- A member of SLT (authorised by the Head of Centre) is present at the entrance of each exam room to identify candidates as they enter the exam room.
- Exams Officer ensures candidate cards are placed on each exam desk prior to the arrival of candidates. The card shows the name, candidate number and photograph of each candidate entered for the exam. Cards will be collected at the end of each exam
- Exams Officer provides a seating plan, including the legal name and candidate number for all candidates and ensures invigilators are informed of any changes to the seating plan
- Exams Officer ensures all invigilators are aware of the current JCQ regulations for identifying candidates
- Once the exam has started, an invigilator or the Exams Officer will walk up and down the exam hall to complete the seating plan, using candidate cards to check identities.
- In cases where it is impossible to identify candidates 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. Once identification has been established, the religious clothing should be replaced and the candidate should proceed to the exam