

Seating and identifying candidates in exam rooms

Date adopted by Governors/ Academy	
Date to be reviewed	October 2024
Policy Status	
Responsible member	Naomi Chalkley
Governor	

Exams Officer

Ensures a procedure is in place to verify the identity of all candidates

Candidate Identification Procedure

- The centre verifies identity on entry to the school on initial registration.
- Private/external or transferred candidates to show 3 forms of IP, including photo ID. Religious garments and any form of access arrangement must not obstruct a visual identity.
- Individual exam cards are populated with a student's ID number and photo. Access arrangements, if appropriate, are used in conjunction with seating plans in every venue.
- The centre will verify the identity of all students that they enter for examinations or assessments.
- The centre must be satisfied that all candidate identities have been checked, whether as part of the initial registration process, or in the case of private candidates through a verification process which involves photo - ID

The centre will have in place written procedures to verify the identity of all candidates at the time of the examination or assessment. (GR 5.9)

- Invigilators must establish the identity of all candidates sitting examinations.
- A private/external candidate 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.
- Invigilators must be informed of those candidates with access arrangements and must be made aware of the access arrangement(s) awarded. (ICE 16) Refer to GR (sections 5.6i, 5.9d) and ICE (section 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 and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded) 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