



Procedure to Verify the Identity of Candidates

2024/25

SGS

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Ms Niamh Boyle	
Date of next review	30/03/2026

Key staff involved

Role	Name(s)
Head of centre	Mrs Madeleine Moran
SLT member(s)	Mr Brian Finnegan
SENCo	Miss Jade O'Connell
Exams officer	Ms Niamh Boyle



Identifying candidates

- **Invigilators must establish the identity of all candidates sitting examinations.**

The head of centre **must** make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates.

- **Senior members of centre staff, such as an Assistant Headteacher, who have been authorised by their head of centre** may be present at the start of the examination to assist with the identification of candidates.
- **When identifying candidates the attendance register should ideally be completed.**

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.

A large, faint watermark of the school's crest is centered on the page. The crest is a shield with a yellow cross in the center. The letters 'SGS' are written in a large, grey, sans-serif font across the middle of the shield.

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