

# Identity Verification

2018/19

This policy is reviewed annually to ensure compliance with current regulations

Produced by

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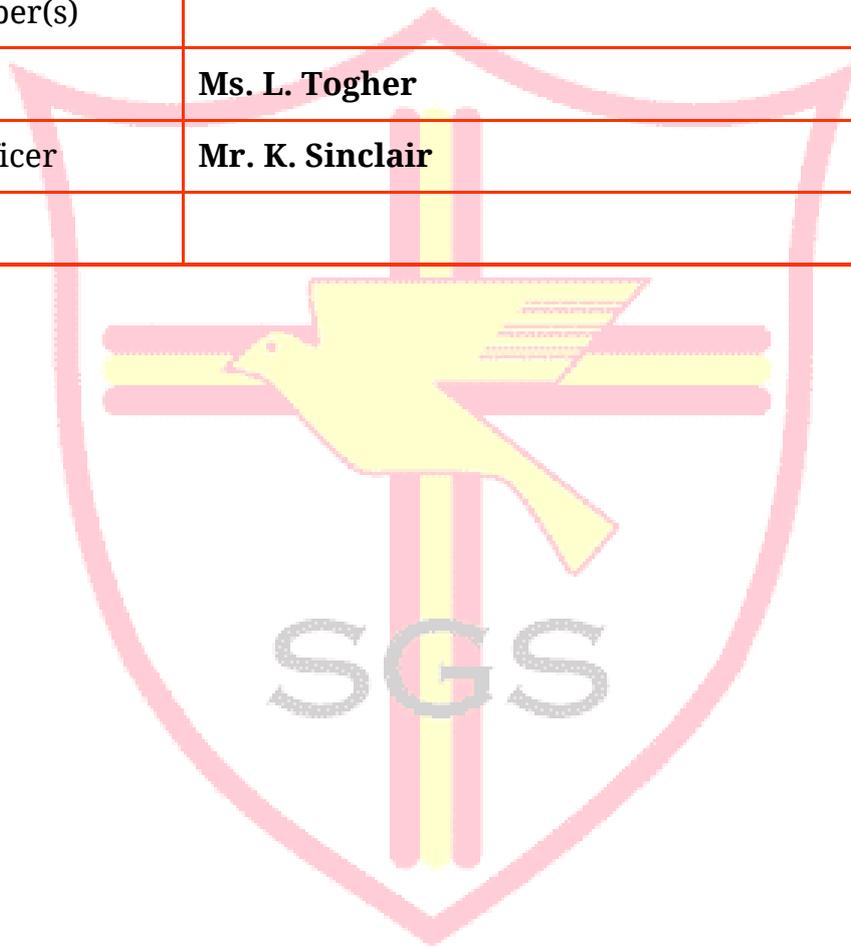
Title: Examinations Officer

Date of next review

1 March 2020

## Key staff involved in the conduct of non-examination assessments

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Mr. A. Prindiville</b>
Quality assurance lead/Lead internal verifier	
SLT member(s)	
SENCo	<b>Ms. L. Togher</b>
Exams officer	<b>Mr. K. Sinclair</b>



## 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.