



Appendix 13 – Candidate Identification Procedure 2021/22

Next review: Autumn 2022

Procedure to Verify the Identity of Candidates at the time of the Examination or Assessment

- The subject teacher carrying out an assessment will ensure a register is taken at the start of the lesson to ensure the correct pupils are present.
- A folder containing candidate photographs and names will be available in each exam room allowing invigilators to identify candidates at the beginning of the examination. Appropriate arrangements will be in place to allow invigilators to carry out adequate checks on the identity of all candidates. If invigilators have any concerns regarding the identity of a candidate, they must raise this with the Lead Invigilator, or for any additional rooms with the Exams Officer.
- Where the head of centre has allowed a senior member of staff, such as an Assistant Headteacher, to be present in the examination/assessment room, he/she can identify the candidates as they enter the exam room.
- ID badges will be placed on the desk before the start of the exam/assessment.
- 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.
- The identity of external candidates will be verified by the Exams Officer before they are allowed to enter the examination room.