

Procedures for Candidate Identification 2018/2019

Amended: October 2018

Approved by Governors: December 2018

Review date: October 2019

Reviewing Panel: Standards, staffing and curriculum (SSC)

Key staff involved in the identification of candidates at the time of an exam/assessment

Role	Name(s)
Exams Officer	Honor Dignan-Roth
SLT	Claire Lane-Craig, Nicola White, Jonathan Newby, Hannah Tuna, Seddeer Amran, Sarah Fowler, David Wright, Jessica Reynolds
Raising Standards Team	Claire Lane-Craig, Sally King, Emma Jordan, Lynsey Sturgeon, Jessica Reynolds
Attendance Team	Suzannah Duncan, Sue Elliott, Nicola Samson, Sidney Slaney

Purpose of the procedure

This procedure outlines how Woodlands School will identify all candidates sitting examinations or assessments.

Seating and identifying candidates in exam rooms

Exams officer

- Ensures a procedure is in place to verify candidate identity including private candidates.
- 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).

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.

Verifying candidate identity procedure

Warmups

- ▶ Pupils attend classroom “warmup” revision sessions at 8:00am prior to all exams starting. Initial checks are carried out by Heads of Department/Head Faculty and classroom teachers’ during this time.

Prior to Exam

- ▶ The Senior Leadership Team and Head of Year will be present outside the exam rooms to assist with identifying pupils as they enter.

In the Exam Room

- ▶ The attendance team will be present for all exams and are responsible for taking registers. As fulltime members of staff, the Head of Centre has authorised these staff members to identify each pupil as they circulate the exam room to take the registers.
- ▶ The EO is also present in the exam room to assist with pupil identification as is a member of the SLT or the Raising Standards team who are authorised by the Head of Centre.

External/Private Candidates

- ▶ External/Private candidates who are not known to Woodlands School are identified by providing a photographic form of ID (i.e. passport or 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.”
[ICE 16]



Signed: _____
Head Teacher

December 2018

Dated: _____



Signed: _____
Chair of Governors

Dated: December 2018

Updated: October 2018

