

CANDIDATE IDENTIFICATION DURING EXTERNAL EXAMINATIONS POLICY

Policy reviewed: October 2024

Next review: October 2025

This document will remain valid until the end of the academic year 2024-25

This policy is reviewed and updated annually to ensure that procedures to verify the identity of all candidates that are entered for examinations or assessments at Palmers Green High School are managed in accordance with current requirements and regulations.

Purpose of the procedure

The purpose of this procedure is to confirm that PGHS:

- verifies the identity of all candidates that it enters for examinations or assessments
- has processes in place to be satisfied that all candidate identities have been checked
- has written procedures in place to verify the identity of all candidates at the time of the examination or assessment.

Process to check candidate identity - Internal candidates

The identity of pupils on roll at PGHS is checked as part of the initial registration process. The process is as follows:

- parents complete a Registration Form upon application for a place at PGHS
- the School requests a copy of the candidate's birth certificate after an offer has been accepted for identification
- the School requests a copy of the candidate's passport if they are not a British National, to ensure that they have the right to study in the UK.

Private candidates

At PGHS our policy is not to accept private candidates. In the unlikely event that a private/external of transferred candidate was required to sit an examination at PGHS, the identification process detailed below would be followed.

Procedures to verify candidate identity at the time of the examination/assessment

Invigilators are able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks. The arrangements at PGHS are:

- before entering the Examination Hall, the candidates are supervised in a separate room where a Centre generated register for the examination is taken to identify that all candidates are present
- a seating plan is placed outside and inside of the Examination Hall to show each candidate's name, number and place.

- the Exams Officer and or other designated member of staff takes the candidates to the Examination Hall and are present at the beginning of the examination.
- They assist with:
 - the identification of candidates
 - the settling of candidates and
 - will remind the candidates of examination requirements.
- inside the Examination Hall, each desk has the candidate's desk card affixed with the individual's photograph, name and candidate number displayed on it
- SEND candidates have a red border on their candidate cards and are also outlined on the seating plans.

The following measures are also in place:

- a private/external or transferred candidate who is not known to the Centre will be asked to show photographic documentary evidence to prove that they are the same person who entered/registered for the examination/assessment, for example, a passport or photographic driving licence.
- If it were not possible to identify a candidate due to the wearing of religious clothing, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes.
- invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded.

Roles and Responsibilities

The role of the Exams Officer:

- produce individual candidate cards with a recent photograph of the candidate to be placed on each desk when sitting an exam.
- Through training, they ensure that invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment.
- Prior to the examination, they inform a private/external or transferred candidate who is not known to the Centre that they must show photographic documentary evidence to prove that they are the same person who entered/registered for the examination/assessment.
- They inform candidates prior to their first examination that where if it were not possible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes and that once identification has been established,



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the candidate will replace the religious clothing, for example their veil, and proceed as normal to sit the examination.

- Prior to the beginning of the examination, they will brief invigilators on those candidates with access arrangements and make them aware of the access arrangement(s) awarded.



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