

## **VERIFICATION OF CANDIDATE IDENTITY**

### Internal Candidates

As a rural secondary school, all our candidates are known to us.

The Exams Officer, Exams Assistant, Head of Year and teaching staff are present where students meet prior to entering the examination hall.

Invigilators are employed regularly throughout the academic year which encourages familiarity.

Colour photographs of all students are available in the main examination hall.

Identification cards which include candidate photograph are placed on candidates desks.

### External Candidates

The school does not accept external candidates unless the candidate is an ex-student, or where special circumstances exist.

Every external candidate accepted will be interviewed by the Exams Officer and must produce up to date photographic evidence of identity prior to any exam entries being made.

Identification cards which include candidate photograph are placed on candidates desks and checked by invigilators at the beginning of each exam.

Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be taken by member of staff of the same gender to a private room where they will be politely asked to remove the religious clothing for identification purposes. That member of staff will confirm the identity of the candidate to the lead invigilator, Exams officer or Exams Assistant as they enter the exam room. The candidate will be informed of this procedure prior to the start of the exam season.