

Policy for Identifying Students in exams

2017/18

This policy is reviewed annually to ensure compliance with current regulations

This policy can be viewed on the school website.

Approved/reviewed by	
Gail Elms – Chair of Governors	
Date of next review	March 2019

Seating and identifying candidates in exam rooms

Candidate Identity Verification Procedure

Werneth School is committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment.

Internal candidates are those students currently on roll at Werneth and therefore will have already provided documented proof of identity during the admissions procedure.

Internal candidates will be verified by staff members present at the beginning of each written exam.

A set of photographs, from the School Management Information System is available in every exam room.

Invigilators plus all senior leaders have access to this information electronically.

The Exam's Officer ensures:

- Invigilators are aware of the document containing the photographs
 - Provides seating plans for exam rooms according to JCQ and awarding body requirements
- Invigilators

Invigilators must:

- Follow the procedure for verifying candidate identity provided by the EO

If Invigilators are unsure as to the identity of a student a member of the Pastoral Team or SLT should be called to assist with the identification of the student.

In cases where it is impossible to identify a student due to the wearing of religious clothing, such as a veil, the student 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. **Werneth must inform students in advance of this procedure, and well before their first exam.**

- Seat candidates in exam rooms as instructed by the EO/on the seating plan. This allows the invigilators to correlate who is who on each day