

# **Exam Procedure to verify the identity of all candidates at the time of the examination/assessment 2018/19**

This policy is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
AK/CB	
<b>Date of next review</b>	Sept 2019

## Key staff involved

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Ashid Ali</b>
SLT member(s)	<b>Ashraf Khan</b> <b>Emily DeGrove</b>
SENCo	<b>Vicky Bradley</b>
Exams officer	<b>Mamunur Hussain</b>

## **Procedure to verify the identity of all candidates at the time of the examination or assessment**

### Verifying candidate identity procedure -

- Individual exam cards are populated with a student's ID number, exam entry details, and access arrangements if appropriate, are used in accordance with seating plans in every exam venue.
- Invigilators will:
  - Refer to these for identification purposes and cross check information with the SIMS database and exam database to resolve queries.
  - Take a register for each exam cross checking it with the exam cards
  - We ensure that the invigilators are aware of the procedure and have covered this in invigilator training.
  
- Senior members of centre staff who have been authorised by the head of Centre may be present at the start of the examination to assist with the identification of candidates.
  
- Seating plan and attendance register in place outside and inside the examinations room as per JCQ and awarding body requirements