



Aldercar High School

Verifying Identification procedure

2020/21

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Leigh Parry	
Date of next review	September 2021

Key staff involved in the Verifying Identification procedure

Role	Name(s)
Head of centre	Clare Hatto
Exams officer line manager (Senior Leader)	Leigh Parry
Exams officer	Carly Kyle

Identification of Candidates Procedure

JCQ requires centres to verify the identity of all candidates. The centre will uphold this requirement in the following ways:

Internal Candidates

A member of SLT or HOD will help with identification of the candidates as they enter the examination room. The EO will also be present and visit all exam rooms to assist with identification.

Desk cards will be placed on each desk and will have the candidate's photograph, legal full name and centre number to aid the identification process.

The invigilators will complete a register and if in any doubt of a student's identification will inform the EO.

External Candidates

External candidates will be informed at point of entry of the need to bring photographic ID (ideally passport) to any assessment. If external candidates fail to bring ID they will not be permitted to sit the assessment.

External candidates will sit exam in a room on their own or with any other external candidates and a register will be taken.

If there is any doubt as to the candidate's identity this will be reported to the relevant awarding body