Colmers School & Sixth Form College

Procedure to Identify Candidates

Exams Policy	Procedure to Identify Candidates
Date Agreed:	September 2026
Review Date:	September 2027
Responsibility:	J Eadie

1. Seating & Identifying Candidates in an Exam Room

1.1 Exams Officer

- Ensures a procedure is in place to verify candidates
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements
- Provides identification in the form of photographic ID for all exam rooms

1.1.1 Verifying Candidate Identity Procedure

- Candidates are identified in each exam room by the use of individual candidate cards on each desk, together with seating plan clearly displayed in each exam room. Both staff and invigilators are then able to check the name on the candidate card and cross reference this with the seating plan and register
- A private/external or a transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence… An external candidate will hand their ID to the invigilator upon entering the exam room
- Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate 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. There will be 2 members of staff (of the same gender) present in the room. Centres must inform candidates in advance of this procedure and well before their first examination.
- Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination." [ICE 16]
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the paperwork present in the exam room)
- A document with all candidates who are entitled to Access Arrangements will be present in each relevant exam room. This document contains photographic headshots of each candidate and states the exam room, the name of the candidate, candidate number and AA entitlement.

1.2 Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

1.3 School Procedures

- Colmers School and Sixth Form rarely accepts private/external candidates (special arrangements are made in these cases).
- All candidates sit all their examinations in full school uniform. Our external invigilators are used during all internal examinations to get to know the students during their internal examinations.
- In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be asked to remove the religious clothing for identification purposes.

The Assistant Headteacher will inform candidates in advance of this procedure and well before their first examination.