

Exmouth Community College



Procedure for Identifying Candidates in Examinations

This plan is reviewed annually to ensure compliance with current regulations

Policy Details	Date
Policy ratified by	Curriculum Committee
Policy agreed by governors	January 2022
Review Cycle	Annual
Policy Review date	January 2023
Version	V2 Spring 2022

Exmouth Community College

Procedure for Identifying Candidates in Examinations 2021-22

Purpose of the Policy:

'Invigilators must establish the identity of all candidates sitting examinations.' ICE 16.1

- All internal candidates are issued with an examination card which they are required to bring to every exam.
- If a candidate loses their card they can get a replacement from the Data and Assessment Office (located in the Grange, Gipsy Lane).
 - If a card is required urgently on an exam day, a temporary slip will be issued which will be accepted as proof of identity.
- Copies of all student photographs are located in each of the main halls and can be used if a student does not have their ID. The Invigilator must be completely satisfied that the identity of the student can be confirmed.
- The Head of Year/Deputy Head of Year or pastoral staff can verify the identity of a student if required.
- Private candidates **must** provide photographic identification. If a private candidate does not have photographic identification the Exams Officer must be notified immediately.