

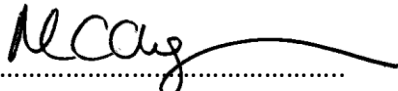



## ST ALBANS GIRLS' SCHOOL

	<b>IDENTIFYING CANDIDATES DURING EXAMS PROCEDURE (Statutory)</b>		
	<b>GB sub-committee: Personnel and Student Wellbeing</b>		
	<b>Co-ordinator: Mrs M Maddison</b>		
	<b>Last Reviewed: Summer 2022</b>	<b>Next Review: Summer 2023</b>	

Signed by   
Margaret Chapman (Head Teacher)

Signed by   
Claire Barnard (Chair of Governors)

<b>1.</b>	<b>RATIONALE</b>
	All centres must follow strict JCQ guidelines to ensure that all exams are administered legally. This policy is part of a suite of policies designed to ensure that practices at STAGS follow these guidelines.
<b>2.</b>	<b>AIMS</b>
	The centre will ensure: <ul style="list-style-type: none"> <li>• That all candidates sitting public exams are identified to be the person they claim to be</li> <li>• That all the measures stated below are carried out to confirm identity of candidates</li> </ul>
<b>3.</b>	<b>PROCEEDURES</b>
	The exams officer ensures: <ul style="list-style-type: none"> <li>• Invigilators follow the school procedure for identifying candidates.</li> <li>• All candidates from St Albans Girls' School have a desk label with their name, candidate number and photograph.</li> <li>• All 'Private' candidates have had an appointment with a member of the Exam Team as part of their application process. Their identity is double checked against existing documentation.</li> <li>• All 6<sup>th</sup> Form candidates wear their school lanyards.</li> <li>• Any 6<sup>th</sup> Form consortium student brings identification. If they do not have a lanyard they must bring another form of photo identification such as a provisional or full driving licence, a valid passport or another form of photo identification.</li> <li>• Private candidates bring a passport or driving licence.</li> <li>• Reception are made aware of all private candidates expected on exam days. The Exam Team is notified when they arrive and they are escorted to and from their exam venue.</li> <li>• All external candidates' identification is clearly displayed on their exam desks.</li> <li>• Seating plans are provided to invigilators for each exam and candidates are seated in exams rooms as instructed by the Exams Officer/on the seating plan.</li> <li>• Candidates with access arrangements are identified on the seating plans and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded.</li> <li>• Seating plans are displayed outside each exam venue.</li> <li>• Any seating changes are marked on the invigilator and display seating plans in addition to the internal examination registers.</li> <li>• All invigilators are briefed on the exam beforehand.</li> </ul> <p>The identity of consortium students is confirmed by subject and 6<sup>th</sup> Form staff.</p>
<b>4</b>	<b>MONITORING</b>
	This procedure is reviewed on an annual basis in line with new guidance from JCQ.

