



## ST ALBANS GIRLS' SCHOOL

### Identifying Candidates During Exams Procedure

GB sub-committee: Curriculum, Assessment & Standards Committee

Co-ordinator: Mrs M Maddison

Last Reviewed: Summer 2023

Next Review: Summer 2024

Signed by:  
Margaret Chapman  
Head Teacher

Signed by:  
Claire Barnard  
Chair of Governors

### 1. RATIONALE

- 1.1** 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.

### 2. AIMS

- 2.1** The centre will ensure:
- That all candidates sitting public exams are identified to be the person they claim to be
  - That all the measures stated below are carried out to confirm identity of candidates

### 3. PROCEDURES

- 3.1** The exams officer ensures:
- Invigilators follow the school procedure for identifying candidates.
  - All candidates from St Albans Girls' School have a desk label with their name, candidate number and photograph.
  - 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.
  - All 6<sup>th</sup> Form candidates wear their school lanyards.
  - 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.
  - Private candidates bring a passport or driving licence.
  - Main 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

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|                      | <p>their exam venue.</p> <ul style="list-style-type: none"> <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> <li>• The Senior Leadership Team are present at the start of the examination to assist with the identification of candidates.</li> <li>• Where it is difficult to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of the same gender and taken to a private space where they can be politely asked to remove the religious clothing for identification purposes. Candidates are informed in advance of this procedure 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.</li> </ul> <p>The identity of consortium students is confirmed by subject and 6<sup>th</sup> Form staff.</p> |
| <b>4. MONITORING</b> |   |
| <b>4.1</b>           | This procedure is reviewed on an annual basis in line with new guidance from JCQ.   |