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**Procedure for Verifying Identity of Candidates**

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**Written by:** Rachael Thompson, Director

**Date agreed and ratified by:** Governing Body/management committee: Click or tap to enter a date.

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**Date of next review:** 08/03/2025

**Version:** 2

**This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.**

**Key Contacts**

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# Purpose of the plan

1. This plan outlines procedures put in place to identify candidates sitting exams at Cairn Education.

# Internal Candidates

## Reception staff

1. All candidates are known to centre staff. Once study leave has started and candidates are no longer full time students they are required to sign in at reception. The candidates are known to reception staff which enables them to act as the first point in the identification process.

## Exams Assistants

1. A register of all candidates is taken in the reception prior to them going to the exam room. Registers are taken again once the candidates are seated – this is also part of the school safeguarding procedure.

## Teaching staff

1. A member of SLT or teaching staff is present at the entrance of each exam room and can identify candidates as centre students.

## Exams officer

1. Ensures candidate cards are present on each exam desk. The card shows the name of each candidate entered for the current exam.
2. If a candidate is wearing religious clothing the exams officer would ask them to reveal their face in a private room prior to entering the exam room.
3. Provides a seating plan including the legal name and candidate number for all candidates. Informs invigilators of all changes to the seating plan.
4. Ensures all invigilators are aware of the current JCQ regulations for identifying candidates. Invigilators Once the exam has started an invigilator will walk up and down and complete the JCQ required seating plan. They do this using the candidate cards, checking the identities at the same time.

## Private Candidates

1. Photographic I.D is required for any private clients (driving licence or passport). This will be checked at reception and once seated in the exam room as above.