



# Policy for identifying students in exams

<b>Centre Name</b>	Cloughwood Academy
<b>Centre Number</b>	40403
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This policy is reviewed annually to ensure compliance with current regulations.

<b>Version and Date</b>		<b>Author</b>	<b>Committee Responsible</b>	<b>Review Frequency</b>	<b>Approval</b>	<b>Next Review Due</b>
4.0	03/04/2024	J.Howman	LGB	Annually	LGB Meeting 24.04.2024	24.04.2025
	17.12.2025	J.Howman	School Executive	Annually	02.02.2026	02.02.2027

## Introduction

Cloughwood Academy is committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment. Internal candidates are those students currently on roll at Cloughwood Academy, therefore will have already provided documented proof of identity during the admissions procedure. Internal candidates will be verified by the Senior Leadership Team and staff members present outside the exam room at the beginning of each written exam.

Senior Leadership Team and staff have access to this information electronically should any discrepancy arise.

## Purpose of the policy

The purpose of this policy is to confirm how Cloughwood Academy manages the identification of candidates sitting an exam, in accordance with the regulations.

## Roles and responsibilities

### The Exams' Officer will

- Ensure invigilators are provided with Individual student place cards/labels prior to the exam starting
- Provides seating plans for exam rooms according to JCQ and awarding body requirements which identify tiers of entry, access arrangements etc

### Invigilators must:

- Follow the procedure for verifying candidate identity provided by the Exam Officer.  
If Invigilators are unsure as to the identity of a student, a member of the Senior Leadership Team should be called to assist with the identification of the student.
- In cases where it is impossible to identify a student due to the wearing of religious clothing, such as a veil, the student 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. Cloughwood Academy must inform students in advance of this procedure, and well before their first exam.
- Seat candidates in exam rooms as instructed on the seating plan. This allows the invigilators to correlate who is in the exam each day.

## External (Private) Candidate Identity Verification Procedure

External candidates will be informed at point of entry of the need to bring photographic ID (ideally passport or driving licence) to any assessment. If external candidates fail to bring ID they will not be permitted to sit the assessment.

A register will be taken in each examination room, to include both internal and external candidates.

If there is any doubt as to the candidate's identity this will be reported to the relevant awarding body.