

# CANDIDATE IDENTIFICATION IN EXAMS

## SMS Changing Lives School



**Approved by:** Amanda Welch

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## **THIS PLAN OUTLINES PROCEDURES PUT IN PLACE TO IDENTIFY CANDIDATES SITTING EXAM AT**

### **SMS COACHING CHANGING LIVES**

#### PROCEDURE TO IDENTIFY CANDIDATES

SMS COACHING 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 SMS Coaching Ltd Changing Lives present at the beginning of each written exam. All candidates are known to SMS Coaching Staff and to Reception Staff (AP) which enables them to act as the first point of the identification process.

A member of SLT or SMS Coaching staff will be present at the entrance of the exam room and can identify candidates.

Candidates have a candidate card, produced by the school, which includes a photograph. Candidate cards are placed on the desk by the invigilators before every examination.

#### ROLES AND RESPONSIBILITIES

The Exam Officer (AD) ensures that:

- Invigilators are aware of the candidate cards containing the photographs
- Invigilators check candidates and their candidate cards when completing the attendance register at the beginning of the examination
- A seating plan is provided for each exam room according to JCQ and awarding body requirements.

#### Invigilators must:

- Follow the procedure for verifying candidate identity provided by the Examination Officer (AD).
- If unsure as to the identity of a student, call a member of the pastoral team or SLT 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. The candidate should replace e.g. the veil and proceed as normal to sit the examination once identification has been established. SMS must inform students in advance of this procedure, and well before their first examination.
- Seat candidates in the exam room as instructed by the Exams Officer (AD) and on the seating plan; this allows the invigilators to correctly verify who is who on each day.