St Michael’s Catholic Grammar School

A Voluntary Aided School in the Trusteeship of St. Michael’s Catholic School Trustee, a Member of the Loreto Education Trust

Founded by the Sisters of the Poor Child



**Procedures to Identify Students in Public Exams**

This policy is reviewed annually to ensure compliance with current regulations

| Approved/reviewed by  |
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| M Stimpson  |
| Date of next review  | 31/03/2024  |

**1. Seating & Identifying Candidates in an Exam Room**

**1.1 Exams Administrator**

* Ensures a procedure is in place to verify candidates
* Ensures invigilators are aware of the procedure
* Provides seating plans for exam rooms according to JCQ and awarding body requirements

**1.1.1 Verifying Candidate Identity Procedure**

* Candidates are identified in each exam room by the use of individual name cards on each desk.
* At the beginning of every exam a member of SLT is present to identify all students
* A private/external or a transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence…
* Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate 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. Centres must inform candidates in advance of this procedure and well 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.

**1.2 Invigilators**

* Follow the procedure for verifying candidate identity provided by the EA
* Seat candidates in exam rooms as instructed by the EA/on the seating plan

**1.3 School Procedures**

* St Michael’s Catholic Grammar School rarely accepts private/external candidates (special arrangements are made in these cases).
* All candidates in KS4 sit all their examinations in full school uniform.
* Our external invigilators are used during internal examinations to get to know the students during their pre-public examinations.