



*The* HENRY  
BEAUFORT *School*

# 8

## Identifying candidates

## Candidate Identity Verification Procedure

The Henry Beaufort School is committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment. The Henry Beaufort School does not accept External Candidates. Internal candidates are those students currently on roll at The Henry Beaufort School and therefore will have already provided documented proof of identity during the admissions procedure and be known to teaching, support and exams office staff. Internal candidates will be verified by staff members present at the beginning of each written exam prior to entry to the exam room. Every candidate has a "Exam Card " with their candidate number and a recent photograph to enable identification.

The Exams Officer ensures:

- Invigilators are aware of the document containing the photographs
- Provides seating plans for exam rooms according to JCQ and awarding body requirements

Invigilators must:

- Seat candidates in exam rooms as instructed by the Exams Officer/on the seating plan. This allows the invigilators to correlate who is who on each day
- Follow the procedure for verifying candidate identity provided by the Exams Officer. If Invigilators are unsure as to the identity of a student the Exams Officer should be called to assist with the identification of the student.

The Henry Beaufort School must inform students in advance of this procedure, and well before their first exam.

If it is not possible 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.

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Deputy Headteacher

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Exams Officer