



St James School

**Policy: Procedures to verify the Identity of all Candidates
2019/21**

Policy Date: September 2019

Review Date: September 2021

Author of policy: Mrs K Duke

This plan is reviewed annually to ensure compliance with current regulations

Key staff involved in internal appeals procedures

Role	Name(s)
Head of centre	Mrs L Skinner
SLT members	
Exams officer	Mrs K Duke

All students have an A4 Examination Identification card placed on their exam desk prior to the start of each exam.

This card holds the following information:

Candidate Name

Candidate Number

UCI Number

And their photograph

This enables all invigilators to identify each student.

If a card is unavailable for any reason a member of staff will identify the student personally.

If a candidate is wearing a modesty veil and cannot be identified due to this a female member of staff will take them to a private room so that they can remove their modesty veil in a safe place so they may be identified before sitting their exam.

Private candidates are not accepted at St James however if this changes they will need to bring photographic identification with them and show this to the invigilators before sitting their exam.