



## IDENTIFYING STUDENTS IN EXAMS POLICY

2025/26

Policy reviewed and updated	November 2025
Date of next review	November 2026
This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate	

### Harefield School students are identified by the following methods:

- Students are identified by Harefield School's staff by means of a register in the Sports hall prior to entering the examination room.
- Secondary verification by Harefield School invigilators and Exam Manager within the exam room during seating at named and numbered exam desks. Photo cards are on all desks.
- Examination register taken to identify absent candidates.

### Private Candidates are identified by the following methods:

#### At Initial Exam Entry Stage

Private candidates' identification is verified at the time of application to sit exams at Harefield School by the Exams Officer.

Acceptable documentation to verify a private candidates' identification MUST be from a valid passport or driving licence. In the case of a minor, a candidate identification form signed by a valid guarantor as per JCQ requirements.

Copies of all documentation to be held securely in the exams office.

#### Procedures on Examination Days:

Private candidates may enter the exam room only on production of their photo ID and identify verification by the Exams Officer. Invigilators made aware of private candidate identities.

Where identification of a candidate is not possible due to the wearing of religious clothing, such as a veil, a member of staff of the same gender will accompany the candidate to a private room where they should be politely asked to remove the religious clothing for identification purposes.

All candidates will be made aware in advance of this procedure and well in advance of their first examination.

### **Exam Officer**

- Exam Officer to ensure invigilators are aware of the procedures for candidates' identification
- Provide seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangements(s) awarded)

### **Invigilators**

- Follow the procedures for verifying candidates identify provided by the Exam Officer
- Seat candidates in exam rooms as instructed by the Exam Officer /on the seating plan