CANDIDATE IDENTIFICATION POLICY

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"EVERYONE EXCELS EVERYDAY"

PROCEDURE FOR CANDIDATE IDENTIFICATION

- Pupil data is transferred from their previous school, via the Local Education Authority.

- Pupils on roll at Hollingworth Academy are photographed in Years 7 and 11 and then their photographs are stored electronically under the pupil's personal details on the academy's MIS, which can be accessed by all staff.

- Each year parents/guardian' are asked to update all personal details on the academy's MIS as appropriate, legal names can only be changed directly with the Data Manger on condition that the relevant documentation (i.e. Deed Poll) has been provided.

- Exam Desk cards are created from the academy's MIS, displaying the candidates photograph, legal name, candidate number, UCI Number and any exam access arrangements. These are stored alphabetically in the exam's office, within the secure room.

- Exam desk cards are issued by invigilators, according to the seating plan, to individual candidate's exam desks in advance of each exam and collected at the end of the exam. A copy of the exam seating plan card is available on the invigilator's table.

- Prior to the exam commencing and whilst the candidates are entering, senior members of staff are in the examination room, thus ensuring candidates are seated in the correct seats and verifying the identity of all candidates.

- Once the exam has commenced, an attendance register is taken by an invigilator, confirming the names on the register with the individual exam desk cards.

- Any private candidates must provide photographic ID when requesting to sit an examination at the academy and will be required to bring photographic ID with them to the examination.

- For any transferred candidates, the original school must provide the above information (photograph, legal name, candidate number, UCI and access arrangements) so that a positive ID of the candidate can be made.