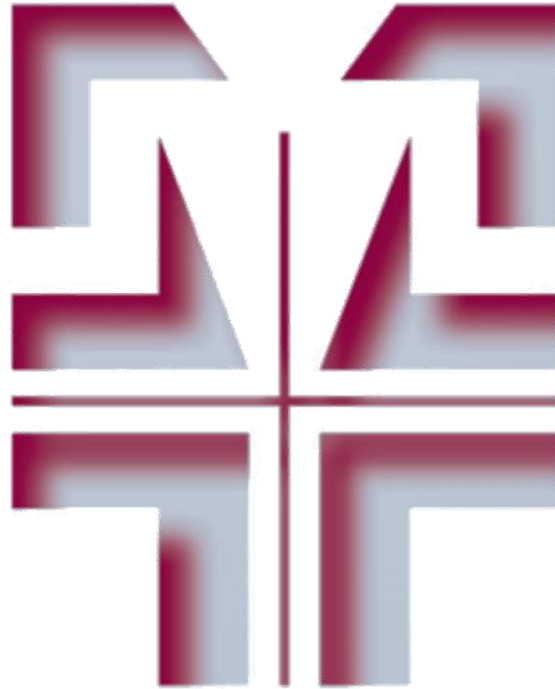


Saint Michael's CE High School

A Church of England Academy



Therefore, choose

Procedure to Identify Candidates

2022/23

This process is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
E C Lever/J L Jenks	
Date of next review	September 2023

Candidates are well known to teaching staff during their GCSE courses and formal identification is not necessary for non-exam assessments or coursework. SIMS class lists containing photos are easily obtainable by all members of staff should they need to verify the identity of a new addition to their class. Tutors of all year groups and pupil managers will carry out one to one ECM interviews each year which will ensure they are clearly able to get to know and identify individual pupils.

Prior to examinations, candidates are issued with a laminated identity card containing the candidate's photograph, name, exam number and centre number. Candidates will find the laminated card on their exam desk which will enable them to locate their seat and will also enable all invigilators and exam staff to confirm their identity in an external examination.

Examinations

- Students must enter into the examination venue and take a seat at the desk displaying their identity card.
- Senior staff will observe pupils entering the venue to ensure that all candidates are known to school and will check pupils are sitting in the correct seat.
- Invigilators will check each identity card as they are completing the seating plan and registers in the exam.
- Invigilators will report to the examination officer which students do not have an identity card on their desk or if there are students where there is a query/issue in relation to their identity. The examination officer will run a check on SIMS to resolve any query.
- Students must have had their identity verified before they can start the examination.

Assessments

- Teaching staff will ensure they have verified the identity of all candidates before conducting a non-exam assessment.
- If there are any students where there is a query/issue in relation to their identity, the member of staff will verify the identity of the student through SIMS or personal knowledge.
- Students must have had their identity verified before they can start the assessment.