



The Acorns School

**Policy for
Identifying
Students in Exams**

2025/26

Internal Candidate Identity Verification Procedure

The Acorns School is committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment.

Internal candidates are those students currently on roll at The Acorns School therefore will have already provided documented proof of identity during the admissions procedure.

Internal candidates will be verified by the Senior Leadership Team and staff members present outside the exam room at the beginning of each written exam.

Senior Leadership Team and Staff have access to this information electronically should any discrepancy arise.

The Exams' Officer ensures:

- Invigilators are provided with Individual Student Place cards which are placed on each desk prior to the exam starting;
- Provides seating plans for exam rooms according to JCQ and awarding body requirements.

Invigilators must:

- Follow the procedure for verifying candidate identity provided by the EO.

If Invigilators are unsure as to the identity of a student a member of the Senior Leadership Team should be called to assist with the identification of the student.

- Seat candidates in exam rooms as instructed by the Examination Officer/on the seating plan. This allows the invigilators to correlate who is in the exam each day.

External (Private) Candidate Identity Verification Procedure

The Acorns School is committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment.

Private Candidates must present in person before being entered for the exam and bring with them photographic identification, Birth Certificate or Passport. A copy of the documentation is then kept in the Exam Secure Store.

When arriving at school to sit the exam that they have been entered for they must arrive at the main reception of the school and bring with them their photographic identification, Birth Certificate or Passport. This is then checked against the documentation held.

The External Candidate will then be escorted to the exam room, sit the exam and after completing the exam will then be escorted to the main reception area.

The documentation is held in Exams Safe Store until after GCSE results are released when the documentation will then be shredded.

Reviewed February 2026