



THE FORUM CENTRE

Procedure to verify the identity of all candidates at the time
of the examination or assessment

SignedHeadteacher

SignedExams Officer

Date

Key staff involved in the Access Arrangements Policy

Role	Name(s)
Head of centre	Mrs K Rickford
SENDCo	Mr J Callender
Exams officer	Mrs S Broughton

This procedure is reviewed and updated annually to ensure that procedures to verify the identity of all candidates that are entered for examinations or assessments at The Forum Centre are managed in accordance with current requirements and regulations.

References in this procedure to GR and ICE refer to the JCQ publications General Regulations for Approved Centres and Instructions for conducting examinations. The purpose of this procedure is to confirm that The Forum Centre:

- verifies the identity of all students that it enters for examinations or assessments (GR 5.6)
- has processes in place to be satisfied that that all candidate identities have been checked (GR 5.6)
- has written procedures in place to verify the identity of all candidates at the time of the examination or assessment (GR 5.9)

1.Process to check candidate identity

Internal candidates

The identity of students on roll The Forum Centre is checked as part of the initial registration process. (GR 5.6)
The process is undertaken by staff at the school.

Private candidates

The identity of students (private candidates), not on roll at a centre but who may be accepted to take examinations, must be checked by a verification process which involves photo-ID. (GR 5.6)

2.Procedures to verify candidate identity at the time of the examination/assessment

Invigilators are able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks. (ICE 16.1)

The arrangements at The Forum Centres are:

Before the start of all examinations the Examinations Officer, and or the invigilators will go to each room to verify the identity of all candidates to ensure that everyone is accounted for.

3.Roles and Responsibilities

The role of the exams office/officer

- Through training, ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment (ICE 16.1)

- Prior to the beginning of the examination, brief invigilators on those candidates with access arrangements and make them aware of the access arrangement(s) awarded (ICE 16.4).