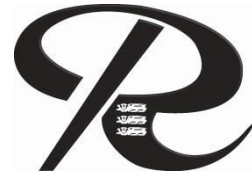


Le Rocquier School

Procedure to verify the identity of all candidates for exams.



DATE CREATED: April 2016

REVIEWED: April 2022

NEXT REVIEW DATE: April 2023

LEAD PERSON: Exams Officer

It is the centre's, Le Rocquier School, duty to verify the identity of all candidates that use the centre for the purposes of examinations and registrations.

For External Candidates.

Where the candidate is an external candidate the Exams Officer will request photographic identification that details the individual's address and one other form of identification, which must detail name and address. The Exams Officer must inform the invigilators of the candidate details and the candidate must show photographic identification before starting the examination.

For Students of Le Rocquier School.

Staff from the school must be present at the start of each exam to confirm identity of each student. This will be from their knowledge of the students over their time at Le Rocquier School. On enrolling into the school the student and their parents provide Le Rocquier School with personal details of the student, such as home address, date of birth, previous school etc. These are sufficient for the school to accept the student.

On each exam desk, in the examination hall, there must be a candidate information card, which details the candidate's name, number and centre number. A current student list from SIMS including photographs of the current students on role will be provided to the invigilators in the main examination room with the procedures file. This enables the invigilators to identify the candidates.

For BTEC registrations the same school based knowledge of the students will apply.