Verifying candidate identity procedure

A member of SLT and/or the Head of Department (or their representative) and/or the relevant Director of Learning (or their representative) will be available at the beginning of an exam to verify the identity of candidates. External candidates will be required to provide photo ID. Candidates will be advised in advance that religious clothing may need to be removed in order for identity to be confirmed. In the event of any uncertainty about a candidate's identity the relevant DoL will be called for.

*"The centre agrees to... have in place **written** procedures to verify the identity of **all** candidates at the time of the examination or assessment;"*

[JCQ GR 5]

The Exams Officer

- ensures that invigilators are aware of the procedure
- provides seating plans for exam rooms as per JCQ and awarding body requirements

Invigilators:

- follow the procedure for verifying candidate identity provided by the EO
- seat candidates in exam rooms as instructed by the EO/in the seating plan