

# Exmouth Community College



## Procedure for Identifying Candidates in Examinations 2017-2018

This plan is reviewed annually to ensure compliance with current regulations

<b>Policy Details</b>	<b>Date</b>
Policy ratified by	Curriculum Committee
Policy agreed by governors	9.1.18
Review Cycle	Annual
Policy Review date	January 2019
Version	V1 Spring 2018

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### Procedure for Identifying Candidates in Examinations 2017-2018

Purpose of the Policy:

'Invigilators must establish the identity of all candidates sitting in examinations.'

ICE 9.1

- All internal candidates are issued with an examination card which they are required to bring to every exam.
- If a candidate loses their card they can get a replacement from the Data and Assessment Office (located in the Grange, Gipsy Lane).
  - If a card is required urgently on an exam day, a temporary slip will be issued which will be accepted as proof of identity.
- Copies of all student photographs are located in each of the main halls and can be used if a student does not have their ID. The Invigilator must be completely satisfied that the identity of the student can be confirmed.
- The Head of Year/Deputy Head of Year or pastoral staff can verify the identity of a student if required.
- Private candidates **must** provide photographic identification. If a private candidate does not have photographic identification the Exams Officer must be notified immediately.