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## PROCEDURE TO VERIFY ALL CANDIDATES AT THE TIME OF EXAMINATIONS

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References in this procedure to GR and ICE refer to the JCQ publications General Regulations for Approved Centres and Instructions for conducting examinations.

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### PURPOSE

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The purpose of this procedure is to confirm that Paget High School:

- 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 a written procedure in place to verify the identity of all candidates at the time of the examination or assessment. GR (5.9)
- Senior members of centre staff, such as an Assistant Headteacher, who have been authorised by their head of centre may be present at the start of the examination of the examination to assist with the identification of candidates. ICE (16.3)

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### SCOPE

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To outline the process followed when identifying candidates at the time of examinations.

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### PROCESS TO VERIFY IDENTITY

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Internal Candidates:

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

Identities are verified at the initial registration of the candidate to the school by checking birth certificate, passport and proof of address.

External/ Private Candidates:

Paget High School does not accept any external/private candidates.

Paget High School issues all candidates with a blue identification card (I.D. card).

These are issued before each exam season to ensure that all candidates have an I.D. card to bring with them to examinations.

The blue I.D. card has the following details to identify each candidate:

- Image of candidate
- Name of candidate
- Registration Group
- Centre name and number
- Candidate number

Candidates are aware that they must produce their blue I.D. card before entering the examination room.

Invigilators are aware that candidates will bring the blue I.D. card along with them to all examinations. They will be able to use the I.D. card to confirm the identity of the candidates.

As per ICE (16.3) a senior member of staff will be present at the beginning of each examination to assist with the identification of candidates.

This process is reviewed annually and updated when required to be in line with the JCQ ICE and GR.