Oak Academy

Procedure to Verify Identity of Candidates

September 2026

Version	V0.01
Approval Date	November 2026
Approved	Principal
Lead Reviewer	Exams Officer
Review Date	December 2027

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1. Introduction

1.1. Statement of Intent

This policy outlines the procedures in place to verify the exam candidates prior to exams. This is for both internal and external candidates.

1.2. Audience

This policy is intended for use by all support, teaching staff and management of Authentic Education.

1.3. Revision History

Issue	Date	Author	Changes
V0.00	November 2026	Exams Officer	

1.4. Definitions

Detail any definitions here to aid in the understanding of the policy that the reader may not be familiar with. This may include technical or statutory definitions.

2. Internal Candidates

Prior to the exam season all students will be issued with a laminated identity card which will contain their Photograph, Legal Name and Exam Number.

All student cards will be placed on the corner of their desk in the exam room.

Invigilators will check the identity of students and mark this off against the Exam Attendance Register.

The Exams Officer will hold a paper-copy of the id cards in the event that students forget to bring their card into the exam room.

Heads of Year/Members of the Senior Leadership will be present prior to students entering the exam room to assist with the identification of candidates (e.g. in the Canteen area).

3. External Candidates

Any external candidates attending Oak Academy for their examinations, must report to Reception and show photographic, documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.

4. Religious Clothing

In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes.

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

5. Lost/Missing Cards

It is the student's responsibility to keep their card safe, if it is lost or misplaced, they must report to the Exams Office or their Head of Year to request a new card.