

## Procedure to Verify Identity of Candidates

<b>SCOPE:</b>	Academy Policy
<b>AUTHOR/ORIGINATOR:</b>	AVP - Standards
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<b>APPROVING COMMITTEE:</b>	Sector Director
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## Contents

Statement of intent.....	3
1. Internal candidates .....	3
2. External candidates.....	3
3. Religious clothing.....	3
4. Lost/Missing cards .....	3

## **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. Internal candidates**

- 1.1 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.
- 1.2 All student cards will be placed on the corner of their desk in the exam room.
- 1.3 Invigilators will check the identity of students and mark this off against the Exam Attendance Register.
- 1.4 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.
- 1.5 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).

### **2. External candidates**

- 2.1 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.

### **3. Religious clothing**

- 3.1 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.
- 3.2 Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

### **4. Lost/Missing cards**

- 4.1 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.