ST CLEMENT'S HIGH SCHOOL

Identification of Candidates Policy

The JCQ requires centres to verify the identity of all candidates. The centre will uphold this requirement in the following ways:

Internal Candidates

Students are organised (via the seating plan) into the correct rows by a member of the senior leadership team before entering the examination room. The identities of students are verified at this point.

Copies of students' photographs can be found in the examination folder in each examination room, allowing candidates to be identified.

Desks are labelled to aid the identification process.

Attendance registers are completed by the exams officer rather than the invigilation team.

If, after consulting the photographs, there is any doubt in the identification of a student, the relevant pastoral officer will be asked to verify the identity in question.

External Candidates

External candidates will be informed at point of entry of the need to bring photographic ID (ideally passport or driving licence) to any assessment.

If external candidates fail to bring ID they will not be permitted to sit the assessment.

A register will be taken in each examination room, to include both internal and external candidates.

If there is any doubt as to the candidate's identity this will be reported to the relevant awarding body.

Reviewed March 2025
Next review March 2026