



# Candidate Identification Procedure 2021/22

This policy is reviewed annually to ensure compliance with current regulations.

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|----------------------------|------------------|
| <b>Reviewed by</b>         | J Bates, S Afzal |
| <b>Approved by</b>         | R Shell-Macleod  |
| <b>Date of next review</b> | September 2022   |

Key staff involved in the procedure:

| <b>Role</b>    | <b>Name(s)</b>   |
|----------------|--|
| Head of Centre | R Shell-Macleod  |
| Exams Officer  | S Khatoon  |
| SLT member(s)  | B Howes, G Patel, S Afzal, D Yeates, P Lewis, P Coleby |

This document outlines the procedure used at City Academy to identify candidates sitting examinations, in line with current regulations:

*'The centre will... verify the identity of all students that they enter for examinations or assessments. The centre must be satisfied that all candidate identities have been checked, whether as part of the initial registration process, or in the case of private candidates through a verification process which involves photo-ID'. (General Regulations for Approved Centres, 2021-22)*

The method employed to ensure that candidates are not able to commit malpractice by sitting examinations in another student's name, whether intentionally or unintentionally are as follows:

1. All desks in the examination room are labelled with an exam card which shows the name of the examination, the name of the candidate, their candidate number, seat number, and exam details.
2. All exam rooms contain in the invigilator folder a list of names, candidate numbers, and photos of each candidate.
3. At the beginning of each exam, the Exams Officer and/or a member of the Senior Leadership Team (staff who know internal candidates' identities) will be present in or near the exam room to check that candidates know their seat numbers and are going to the correct seat.
4. Invigilators are trained to spot where there may be cases of students sitting in the wrong seat and will alert this to the Exams Officer who will in turn call upon staff as necessary to identify the student.