



BWHS IDENTIFICATION OF CANDIDATES FOR EXAMS 2022/23

GB Committee Responsible:	Curriculum and Achievement
Reviewed by:	Francis O'Sullivan (AHT)
Review Date:	January 2023
Ratified by Committee:	10 th January 2023
Next Review Date:	January 2024

As outlined in Sections 16 and 17 of the ICE guidance, invigilators must establish the identity of all candidates sitting examinations.

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 to assist with the identification of candidates.

- A private, external or transferred candidate who is not known to the school or college must 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.
- 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 sex and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.
- Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

All Sixth Form students are in possession of a photographic ID card and should be asked to place these on their desks for verification purposes.

These rules relate to centre staff other than exams officers and invigilators.

Senior members of centre staff approved by the head of centre, have a clear role. This is to:

- a) identify and settle candidates and instil discipline;
- b) check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate;
- c) check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted;
- d) start the examination

When entering an examination room, the senior member of centre staff must identify themselves and their purpose for being there to the senior invigilator and/or exams officer.

Senior members of centre staff must not provide advice and guidance on the examination. They must not comment on the question paper or give advice on which sections of the paper and which questions should be attempted.