

Candidate Identity Verification Procedure: Exams

Centre Name	Budmouth Academy
Centre No	55385
Date Policy Created	Sept 24
Current policy approved by	Mrs S Mashike
Current policy reviewed by	Mrs J Whitehead
Date of review	Sept 25
Date of next review	Sept 26

Budmouth Academy Candidates

Budmouth Academy Students are identified by the Head of School, tutors and teaching staff by means of a register prior to entering the exam hall.

Secondary verification by Budmouth Academy subject staff and invigilators within the exam hall/room during seating at named and numbered exam desks.

Examination register taken to identify absent candidates.

Private Candidates

At initial exam entry:

Private candidate identification verified at the time of application to sit exams at Budmouth Academy by the Exams Officer.

Production of photo ID e.g. Valid passport or drivers licence. In the case of a minor a candidate identification form signed by a valid guarantor as per JCQ requirements.

Copies are to be held securely in the exam's office. On the day of the exam Private candidates may enter the exam room only on production of their photo ID and identity verification by the exams officer.

Invigilators are made aware of private candidate identities. Where it isn't possible to identify a candidate due to the wearing of religious clothing, such as a veil, a member of staff of the same gender will accompany the candidate to a private room where they should be politely asked to remove the religious clothing for identification purposes.

Private candidates will be made aware in advance of this procedure and well before their first examination.