Marshland 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

Copies of students' photographs will be placed in every main examination room, allowing candidates to be identified. Desks will be labelled to aid the identification process. Attendance registers will be completed by the Exams Officer or designated lead invigilator rather than the invigilation team, this is applicable in the main hall only. Alternative rooms will be completed by the leading room invigilator and checked by the exams officer or Lead invigilator. If, after consulting the photographs, there is any doubt in the identification of a student, the relevant pastoral manager or a member of SLT 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) 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.