

## CANDIDATE IDENTITY VERIFICATION PROCEDURE



**RIVERSIDE BRIDGE SCHOOL**  
'EXCELLENCE FOR ALL'



**Ratified by Governors: November 2022**

**To be reviewed: September 2024**

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## **Candidate Identity Verification Procedure**

Review Frequency: Every two years

Date next review due: September 2024

Scope of Plan: This plan applies to all staff, students, governors and volunteers at Riverside Bridge School

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## **Background**

The school is committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment.

Internal candidates are those students currently on roll at Riverside Bridge School and will be verified by school staff members present at the beginning of each written exam.

Candidates have a candidate card, produced by the school, which includes a photograph. Candidate cards are placed on the desks by invigilators before every examination.

## **Roles and responsibilities**

*The Examinations Officer ensures that:*

- invigilators are aware of the document containing the photographs
- invigilators check candidates and their candidate cards when completing the attendance register at the beginning of the examination

*Invigilators must:*

- follow the procedure for verifying candidate identity provided by the Examinations Officer
- if unsure as to the identity of a student, call a member of the pastoral team or Senior Leadership Team to assist with the identification of the student; in cases where it is impossible to identify a student due to the wearing of religious clothing, such as a veil, the student should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes - the school must inform students in advance of this procedure, and well before their first examination
- seat candidates in exam rooms as instructed by the Examinations Officer and on the seating plan; this allows the invigilators to correctly verify who is who on each day

*Identifying private/external candidates*

The school does not admit private/external candidates to the centre.