



Hayle Academy



Procedure for identifying candidates in examinations and assessments (including on-screen testing)

School Name: Hayle Academy

Dissemination: Website

Review date: November 2024

Person responsible for Implementation and Monitoring: Exams Officer/Invigilators

The invigilator **must** be able to verify the identity of all candidates in an examination or assessment.

- Senior staff may be present at the start of the examination to assist with candidate identification (with the permission of the Head of Centre).
- Candidate cards showing name, photograph, exam number and access arrangements will be laid out by the invigilators according to the seating plan before candidates enter the room.
- Once students enter the exam room and are seated, invigilators will check the photographs and candidate cards – in large rooms, invigilators will be allocated specific rows of candidates to check.
- External candidates will be asked to bring photographic identification with them which will be checked before they enter the exam room.
- Any discrepancy or irregularity will be reported immediately to the Exams Officer.