



IDENTIFICATION OF CANDIDATES

A copy of photographs for all examination candidates to be held in the invigilators handbook in the examination room (in year order/candidate number).

Head of Year, or Assistant Head of Year, or SLT Line Manager, to assist with management of candidate identification and entry into the examination room.

Candidate are issued with a ID card at the beginning of the year, which has their photo and candidate number on these are to be placed on each desk by each candidate before the start of the examination.

A number of internal invigilators to work with external invigilators to assist with seating and confirmation of identity.

Should there be any doubt over the identity of a candidate, the candidate should be taken to the Main school office for further verification.

This is a closed centre to external candidates, but should ex-students wish to re-sit examinations a photo ID will be requested.

Mrs Leigh Anderson
Examinations Officer

September 2022