



Procedure document

Verification and identification of Students Policy

1 How does the college verify the identity if students in exams?

- 1.1 The following rules apply for all centrally arranged examinations in college. This includes external exams, official mock exams in January and Year 12 internal exams in the summer term.
- 1.2 All students undertaking exams are required to wear their college lanyard which is checked by an invigilator as they enter the exam room. College ID cards should then be placed in the corner of the desk so names and photographs can be checked against the seating plan within the first 15 minutes of the exam. This ensures all students are sitting in the correct seat.
- 1.3 Any student arriving at an exams hall without their college ID will be directed to the Student Support Helpdesk to obtain a temporary exam ID sticker which must be displayed in place of the ID card. Temporary exam stickers are valid for one day only.
- 1.4 Students are not allowed to sit an examination without either of the above forms of identification.
- 1.5 If religious clothing is worn and it is not possible to identify the candidate, a female member of staff will take the student to a private area and requesting them to remove their veil.

2 External candidates

- 2.1 Any external students are given an “external candidate” card at Reception on the day of the examination and are also advised they must bring valid photographic identification documents; for example, a valid UK driving licence with photo ID or a valid UK Passport. These will be checked by the invigilator prior to the start of the examination.

3 Equality Impact

The College’s equality, diversity and inclusion policy has been taken into account when considering this procedure.

Date of review	Date agreed	JCC	Governors	Review date	Comments
February 2024	February 2024	N/A	N/A	February 2026	