



Examination Procedures - Candidate Identity Verification

2022/23

Applicable to: The Wandsworth Hospital and Home Tuition Service (HHTS)

Approved by: Tara Bell, Headteacher

Reviewed: November 2022

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Next review date: September 2023

Background

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

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

Roles and responsibilities

Senior members of centre staff who have been authorised by the head of Centre may be present at the start of the examination to assist with the identification of candidates.

2.1 The Examinations Officer ensures that:

- Seating plan and attendance register in place outside and inside the examinations room.
- ID cards with name and candidate number placed on individual candidates' desk.
- Invigilators are aware of the document containing the photographs
- invigilators check candidates and their ID cards when completing the attendance register at the beginning of the examination
- a seating plan is provided for each exam room according to JCQ and awarding body requirements

2.2 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 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

3.1 HHTS does not routinely admit private/external candidates to the centre.

If a private/external candidate is admitted, they will be required to provide two forms of identification, one item from List A and one item from List B below, before an entry can be made:

List A

- UK Photocard Driving Licence (full or provisional)
- EU National ID Card

- Photographic Cards carrying the PASS accreditation logo
- UK Passport
- HM Forces ID Card
- Firearms Licence

List B

- Utility bill (issued within last three months)
- Mortgage statement (issued within last twelve months)
- Bank or building society statement (issued within last three months) ● Credit card statement (issued within last three months)
- Financial statement e.g. pension/endowment (issued within last twelve months)
- P45 or P60 statement (issued within last twelve months)
- Council tax statement (issued within last twelve months)
- Work permit or visa (valid up to expiry date)
- Benefit statement (issued within last three months)

3.2 The candidate must also bring their photographic identification from List A with them on the day of the examination.

3.3 Photocopies of the above identification documents will be taken and retained securely, along with a copy of the examination entries made, until six months after the publication of results, at which time they will be destroyed. These copies may be accessed and inspected by the Head of Centre or JCQ Inspector.