Candidate Identity Policy

2023- 2024

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Purpose of The Policy

This policy details the Denton Community College procedure to verify the identity of all candidates during examinations and internal assessments (non-examination assessments).

Key Staff Involved In The Candidate Identity Policy

ROLE
Examinations Officer
Head of Centre
Senior Leadership Team Members

Examinations - Internal Candidates

In advance of the exam session all internal candidates have ID cards printed which include, candidate's full legal name, centre number and candidate number. These are placed on each candidate's corresponding desk at the beginning of each exam.

In addition to this, the Head of Year and members of the SLT team are placed around the entrance to each examination location to ensure that only the students authorised to complete the exam enter the room.
Once candidates are seated, they are asked to check the ID card to ensure that it is theirs. During this time members of the Invigilation team will randomly select students to ensure they are in the correct seats by asking the candidate to confirm their candidate number.

If there were any issues raised during the check these are brought to the immediate attention of the Exams Officer and the candidate is asked additional security questions using the information on the in-house MIS system.

Internal Assessments

Where candidates are taking Internal Assessments (non-examination assessments), their subject teacher in advance of the session will obtain candidate exam numbers and use these along with normal class seating allocations for the lesson and register to confirm the identity of the candidates completing the Internal Assessments.

If there were any issues raised during the check these are brought to the immediate attention of the Deputy Headteacher / Exams Officer and the candidate is asked additional security questions using the information on the in-house MIS system.