



DURLSTON
PREP & SENIOR SCHOOL

Exam Procedures: Candidate identification procedure (Exams)

Reviewed on: 5th January 2026
Next Review: Spring Term 2027
Review by: SLT
Approved by: Headmaster

This policy is reviewed annually to ensure compliance with current regulations

Purpose of the procedure

The purpose of this procedure is to confirm that Durlston School:

- verifies the identity of all students that it enters for examinations or assessments (GR 5.6)
- has processes in place to be satisfied that that all candidate identities have been checked (GR 5.6)
- has written procedures in place to verify the identity of all candidates at the time of the examination or assessment (GR 5.9)

Process to check candidate identity Internal candidates

The identity of students on roll at Durlston School is checked as part of the initial registration process. (GR 5.6)

The process is:

- The identity of students on roll at Durlston School is checked as part of the initial registration process
- Admissions form is completed, checked & verified.
- Data collection sheet issued regularly, to correct and update details held on MIS records.
- Exam entries are made using the details on the MIS system.

Private candidates (Not currently accepted at Durlston school)

The identity of students (private candidates), not on roll at a centre but who may be accepted in the future to take examinations, must be checked by a verification process which involves photo-ID. (GR 5.6)

Candidate must provide proof of address and photo ID before being entered for an exam

Procedures to verify candidate identity at the time of the examination/assessment

Invigilators are able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks. (ICE 16.1)

- The arrangements at Durlston school are:
- All students will be in Durlston school uniform
- Name labels & ID badges will be placed on examination desks which will include a picture of the student
- Where an Invigilator is used who does not know all of the Students, then the Exam Officer or a Senior member of staff (approved by the Head of Centre) and who has not taught the subject being examined) will be present at the start of an examination to assist with the identification of candidates
- All external candidates will be given a visitor's ID having verified their photographic ID evidence.
- The following measures are also in place: A private/external candidate or a transferred candidate who is not known to the centre will;
 - be asked to show photographic documentary evidence to prove that they are the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence (ICE 16.2)
 - Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be

politely asked to remove the religious clothing for identification purposes (ICE 16.3)

Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4)

Roles and Responsibilities The role of the exam's office/officer

- The arrangements at Durlston school are:
- All students will be in Durlston school uniform
- Through training, ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment (ICE 16.1)
- Prior to the examination, inform a private/external candidate or a transferred candidate who is not known to the centre that they must show photographic documentary evidence to prove that they are the same person who entered/registered for the examination / assessment, e.g. passport or photographic driving licence. (ICE 16.2)
- Inform candidates prior to their first examination that where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes and that once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination (ICE 16.3)
- Prior to the beginning of the examination, brief invigilators on those candidates with access arrangements and make them aware of the access arrangement(s) awarded (ICE 16.4)