

## Procedure for Verifying Identity of Candidates

The invigilator(s) must establish the identity of all candidates sitting examinations.

Where the identity of the student is not personally known to the invigilator, they must request that the Exams Officer or a Senior Member of Staff provide confirmation of identity.

When the invigilator(s) is aware in advance that they would not be able to identify the candidate(s), they must make arrangements with the Exams Officer for either the EO or a Senior Member of Staff to be available at the time of the candidates entry into the Exam Room.

The Academy does not usually accept private/external candidates, however should there be a private/external or transferred candidate who is not known to the Academy, they must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.

Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate 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. Centres must inform candidates in advance of this procedure and well before their first examination. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

As an academy for the Deaf and hearing impaired, it is expected that all candidates are likely to have some form of access arrangements. The Invigilator(s) will be informed by the Exams Officer of those candidates with access arrangements and of the particular access arrangement(s) awarded.