



Pendle Education Trust



Policy/Procedure/Guideline Review

Policy/Procedure/Guideline:

Procedure to verify the identity of all candidates

Senior Manager Responsible:

Sarah Leak

Assistant Principal

Trust Approval:

Review date:

December 2025



Procedures for internal candidates:

Internal candidates are students who are on the roll of Colne Primet Academy. The following procedures will be used:

- The exam seating plan is a common plan for all examinations. This is displayed outside the exam venue and all invigilators will have a copy. The seating plan will have the candidate's legal name and candidate number. Desks in the hall will also be labelled to show full name and candidate number.
- A member of the Senior Leadership team and the Exams Officer will be at the start of every exam to check the students.
- A set of photographs of the candidates is printed and available for the invigilators to confirm the identity of students.

Procedures for external candidates:

External candidates are not on roll at Colne Primet Academy. On the rare occasion we are approached to be a centre for external candidates the following procedures will be used:

- Prior to the examinations proof of identity will be requested in the form of a passport or other photo i.d. to prove identity. A copy of this will be made and stored until the examinations.
- On the day of an examination the photocopy of the photo i.d. will be used to confirm the identity of the candidate before the exam begins.

