


## Procedure for Identifying Candidates 2019/20

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
	
Date of next review	Feb 2021

# Pedmore High School

## Procedure for Identifying Candidates in Examinations 2019-2020

Purpose of the Policy: 'Invigilators must establish the identity of all candidates sitting examinations.' ICE 16.1

- ▶ Copies of all student photographs are located in the exam boxes with the ICE booklet and can be used if a student does not have any ID.
- ▶ The Invigilator must be completely satisfied that the identity of the student can be confirmed.
- ▶ Senior Leadership, Head of Year/ Exam Officer or Pastoral staff can verify the identity of a student if required