



# Procedures for identifying candidates

2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
John Rothwell	
Date of next review	January 2027

**Key staff involved in the policy**

Role	Name(s)
Head of Centre	John Rothwell
Senior leader(s)	Claire Greatbanks, Emma Gundry, Alex Breeze
Centre Manager	Matt Brown, Fiona Clarke, Ann Morris
Invigilators	Invigilator Trained Altus Staff

## **Purpose of the procedure**

The Altus School is committed to ensuring that the identity of all candidates can be verified at the time of examination/assessment.

## **Internal Candidates**

- Internal candidates are those students currently on roll at our school and therefore will have already provided documented proof of identity during the admissions procedure.
- Transferred candidates are students who are jointly registered at the Altus School and with another local school and therefore will have already provided documented proof of identity during the admissions process.
- 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 should be politely asked to remove the religious clothing for identification purposes. The candidate will be warned in advance of this procedure well before their first examination
- Internal candidates will be verified by staff members present at the beginning of each exam/assessment.
- Candidates are seen into exam rooms by members of Altus School staff and/or EO.
- The Altus School Centre Manager will be present at the beginning of each external exam.
- The Exams Officer ensures candidate labels are placed on each exam desk prior to the arrival of candidates. The card shows the name, candidate number and centre number.
- Exams Officer provides a seating plan, including the legal name and candidate number for all candidates and ensures invigilators are informed of any changes to the seating plan
- Exams Officer ensures all invigilators are aware of the current JCQ regulations for identifying candidates
- Vigilance is undertaken at start of exams and throughout the process to ensure candidates are correct and valid.

## **External Candidates**

The Altus School do not accept external candidates