



Procedures for identifying candidates

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
John Rothwell	
Date of next review	April 2025

Key staff involved in the policy

Role	Name(s)
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Head of centre	Emma Gundry
Exams officer	Chris Coffey
Senior leader(s)	John Rothwell, Claire Greatbanks
Centre Manager	Sophie Ellis-Smith, Fiona Clarke, Ann Morris
Invigilators	Relevant to the exam taken

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.
- 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 EO.
- Centre Managers will be present at the beginning of each external exam.
- 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