



PEGASUS ACADEMY

Procedure to verify the identity of all candidates at the time of the examination 2022/23

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| Approved by: | Clare Benson |
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This procedure is reviewed annually to ensure compliance with current regulations

Purpose of the plan

This plan outlines procedures put in place to identify candidates sitting exams at Pegasus Academy.

Procedure to verify the identity of all candidates at the time of the examination

Seating and Identifying Candidates in Exam Rooms

Candidates meet in the canteen prior to the start of an exam, where a member of SLT identifies candidates and takes a register before sending the candidates to their exam room.

The Exams Officer will generate a seating plan prior to the exam detailing the candidate name, exam number and the exam they will be sitting. They will also produce an exam desk card showing the candidates name, exam number and a photograph that will be placed on each candidate's exam desk prior to the start of the examination.

Candidates wearing religious clothing, such as a veil, are approached by a member of staff of the same gender and taken to a private room where they are politely asked to remove the religious clothing for identification purposes. Candidates are informed in advance of this procedure and well before their first examination. Once identification has been established, the candidate replaces, for example, their veil, and proceeds as normal to sit the examination.

Once the exam is underway, the Lead Invigilator will move along each of the tables, verify the candidate, using the desk card and seating plan, and sign off the seating plan as correct. The Exams Officer will collect a copy of the signed seating plan from each room and take them to the main examination room so the awarding body attendance register can be completed.

External and/or transferred candidates must bring a form of photographic ID which is shown to the Exams Officer prior to their entry to the examination room. They will be informed of this requirement well in advance of their first exam. We do not accept private candidates.

Late Candidates

Where a candidate arrives after the examination has begun, they will be met at reception by the Exams Officer or Invigilator who will identify them.

The Exams Officer or invigilator advises the candidate they are under strict exam conditions. The candidate is then taken to the room and directed to their seat. The Invigilator will amend the awarding body attendance register and mark the seating plan with the time the candidate started their exam.