



## PEGASUS ACADEMY

### Procedure to verify the identity of all candidates at the time of the examination 2025/26

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Approved by:	Kimberley Buttery
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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 before 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.

In line with the ICE document, candidates will be allowed the full time of the examination at the discretion of the centre, as to whether they are allowed to sit the exam or not. If they are full time is awarded, and the invigilator must make a note of the late candidate(s) start and finishing time both on the incident log for the room and on a whiteboard/projector screen clock so the candidate can clearly see their own start and finish time.