

MALMESBURY SCHOOL



Verifying candidate identity procedure

Senior Leadership Staff, teaching staff and teaching assistants know the identity of students and assist with getting students into rooms for exams. Photos are provided for invigilators for those not in the main exam room and without teaching assistants.

The school does not accept external candidates, other than those students who sat an exam the previous year as re-sit candidates. In these cases, students will be asked to bring photographic evidence.

Where it is impossible to identify a candidate due to the wearing of religious clothing, e.g., a veil, the candidate should 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. We would notify all candidates affected by this in advance of examinations. Once identification has been established, the candidate should replace their religious clothing and proceed to sit the examination.

Invigilators will be made aware of the procedure during training.

Seating plans are kept with the attendance registers.