

BRANNEL SCHOOL

EXCELLENCE | CREATIVITY | COMMUNITY



Identifying Students in Exams Policy

2025-26

Internal Candidate Identity Verification Procedure

CELT Schools are committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment. Internal candidates are those learners currently on roll at any of our CELT Schools, therefore will have already provided documented proof of identity during the admissions procedure.

The Exams Officer ensures:

- Learners will have a seating card with an ID photo which must be placed on the corner of their allocated desk
- Display colour coded seating plans for exam rooms according to JCQ and awarding body requirements which identify, tiers of entry, access arrangements etc
- Students are required to wear full school uniform to aid visual identification

Invigilators must:

- Follow the procedure for verifying candidate identity provided by the Exam Officer

If Invigilators are unsure as to the identity of a learner a member of the Pastoral Team or Senior Leadership Team should be called to assist with the identification of the learner. In cases where it is impossible to identify a learner due to the wearing of religious clothing, such as a veil, the learner 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. CELT Schools must inform learners in advance of this procedure, and well before their first exam.

- Seat candidates in exam rooms as instructed by the Exams Officer on the seating plan. This allows the invigilators to correlate who is in the exam each day.

External (Private) Candidate Identity Verification Procedure

CELT Schools are committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment.

Private Candidates must present in person before being entered for the exam and bring with them photographic identification, Birth Certificate and Passport. A copy of the documentation is then kept in the Exam Secure Store.

When arriving at school to sit the exam that they have been entered for they must arrive at the main reception of the school and bring with them their photographic identification, Birth Certificate and Passport. This is then checked against the documentation held. The External Candidate will then be escorted to the exam room, sit the exam and after completing the exam will then be escorted to the main reception area. The documentation is held in Exams Safe Store until after GCSE results are released when the documentation will then be shredded.