Procedures to verify the identity of all candidates:

- ➤ The normal procedure for identifying candidates will be that the Exams Officer and/or invigilator for the exam will identify the candidate upon arrival to the exam.
  - ○ This is normally always possible because:
    - ▪ We are a small centre and normally all candidates are known to all staff
    - ▪ The Exams Officer will normally be involved in the setting-up and provision of all exams on-site
    - ▪ In the event of the Exams Officer being unavailable, another member of senior staff will be put in place who will also know the candidate.
- ➤ In an emergency, other forms of identification will be possible if, for example and exam was moved to another site or required different staffing:
  - ○ Many of our candidates are in care and could be identified with the support of care staff that would accompany them
  - ○ In any instance where exams needed to be moved, we would communicate that learners should bring a form of identification with them
  - ○ Learners can be identified by details and images held on our data management system and accessed by administrators.

Approved/reviewed by	
Julian Cattley	
Date of next review	Oct 2026