Identification of Candidates (Exams)

2026/27

Approved/reviewed by	
Adam Palmer	
Date of next review	September 2027

PROCESS TO IDENTIFY CANDIDATES

Internal Candidates

- A register will be taken in the pre-exam briefing(s) (that are held way from any exam room) by a member of SLT or other senior member of staff. This will ensure that internal candidates taking an exam are present and their identity has been confirmed.
- A member of SLT who does NOT teach or is head of faculty for the subject of the exam may also enter the exam room(s) to confirm the identity of any late arrivals who have not attended the pre-exam briefing(s).
- Each exam room will have photos of all students taking exams in that series in the folder. These photos will have been taken from the school management system.
- The photos will be held in year order and will show: forename, surname and any additional information such as agreed access arrangements.
- Candidate Cards – these have pictures of the candidates and their candidate numbers, they will be placed on the desks by the invigilators in accordance with the seating plan provided by the exams officer
- Invigilation staff will be able to use these photos if there are any concerns over the identity of a candidate.
- For NEA/coursework, the normal lesson registers will be taken by the subject teacher and held on the school database for the required time as determined by the DfE.

Ex-students

- Candidates that have left school within 3 years will not be required to produce photo ID to sit an exam unless their appearance has significantly changed since their time at St Michael's.
- These students will have their identity confirmed by the Exams and Data Officer when they are collected from the Reception area to be taken to the exam room.
- Students returning to take exams 4 years or more after leaving school must produce photo ID for each examination (see process below).

Other Private Candidates

- St Michael's does not take any private candidates where an examination assessment (NEA/coursework) is required, unless this can be carried forward from a previous series.
- Candidates who are not ex-students of St Michael's Catholic School must produce photo ID for each exam they are sitting at the centre.

- Candidates who are ex-students of St Michael's Catholic School but left more than 4 years previously must produce photo ID for each exam they are sitting at the centre
- The photo ID will be checked by a member of Reception staff.
- A log of names of those private candidates attending on the day will be provided by the Exams and Data Officer to Reception.
- Reception staff will note on the log the format of the photo ID produced.
- The log will be held until the closure of the Review of Results window.

Identifying private candidates for post results requests is covered in the post results procedure.