



St Bernard's Catholic High School

MATER CHRISTI TRUST
LOVING, LIVING, LEARNING TOGETHER

Headteacher: Mr D Vince
Rating Lane
Barrow-in-Furness
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Candidate Identification Procedure.

Purpose of the procedure

The purpose of this procedure is to confirm that St Bernard's School:

- Verifies the identity of all students that it enters for examinations or assessments
- Has processes in place to be satisfied that all candidate identities have been checked
- Has written procedures in place to verify the identity of all candidates at the time of the examination or assessment.

Process to check candidate identity

The identity of students on roll at St Bernard's School is checked as part of the initial registration process.

The process is-

- All admissions are administered by St Bernard's who complete the necessary identity checks. Candidates are not admitted to the school until this process is complete. All identity and photo details are stored on the school system which is used to register students for exams.

Procedure detailing how the identity of all candidates sitting examinations is confirmed

Invigilators are able to establish the identity of all candidates sitting examinations in accordance with this procedure and by following the arrangements in place for them to carry out adequate checks.

The process at St Bernard's School is:

- All candidates will sit examinations in full school uniform.



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- A senior member of centre staff (approved by the head of centre, who has not taught the subject being examined) will be present at the start of the examination to identify candidates and complete the attendance register.
- Each candidate has a card on their allocated desk with a candidate number
- St Bernard's do not generally rely on invigilators to identify students. This will be done by Centre Staff.
- Invigilators will be informed of those candidates with access arrangements(s) awarded.
- There will be a seating plan in every exam room to be checked by staff.
- Access arrangements on seating plans for invigilators information.
- There are no private candidates at St Bernard's for this year's exam series.