



FOUNDED IN 1888

Policy for Identifying Students in Exams

2025-26

Internal Candidate Identity Verification Procedure

Stockport School is committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment.

Internal candidates are those students currently on roll at Stockport School therefore will have already provided documented proof of identity during the admissions procedure.

Internal candidates will be verified by the Senior Leadership Team and staff members present outside the exam room at the beginning of each written exam.

Senior Leadership Team and Staff have access to this information electronically should any discrepancy arise.

The Exams' Officer ensures:

- Students are provided with an ID photocard which they must bring to every exam and place on the corner of their allocated desk
- Provides colour coded seating plans for exam rooms according to JCQ and awarding body requirements which identify, tiers of entry, access arrangements etc

Invigilators must:

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

If Invigilators are unsure as to the identity of a student a member, the Pastoral Team or Senior Leadership Team should be called to assist with the identification of the student.

In cases where it is impossible to identify a student due to the wearing of religious clothing, such as a veil, the student 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. **Stockport School must inform students in advance of this procedure, and well before their first exam.**

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

If a student misplaces or has lost their ID Card then they must arrange with the Data Manager for a new one to be issued immediately upon realising that they have misplaced/lost it

If a student does not have their ID Card with them then they must wait and enter the exam room after everyone else and they must be identified and taken to their seat by a member of school staff i.e. SLT

External (Private) Candidate Identity Verification Procedure

Stockport School is 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.

Reviewed	Sept 2025
Next review	Sept 2026