



WALTHAMSTOW HALL
SEVENOAKS

EXAMINATIONS: IDENTIFYING CANDIDATES

The following procedure should be used to seat and Identify Candidates in Exam Rooms.

- A senior member of staff will be provided with a register of candidates sitting an exam and will identify candidates as they enter the exam room.
- The Exams Team will generate a seating plan prior to the exam and the Invigilators should check that the pupils are sitting in their correct seats.
- Once the exam is underway, the Invigilator will again verify the candidates are in the correct seats and double check the seating plan.
 - To aid this process, the school photo from iSAMS will be printed on each pupil's candidate number tag.
- External candidates must bring a form of ID which is retained digitally until the results are released and all appeals about results are concluded.
 - We do not regularly have external candidates.

This policy has regard to the guidance issued by the Secretary of State.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Reviewed: June 2023
Next Review Date: March 2024

Signed:

..... Date: ...30 June 2023....

Mrs J Adams
Chairman of the Governing Body