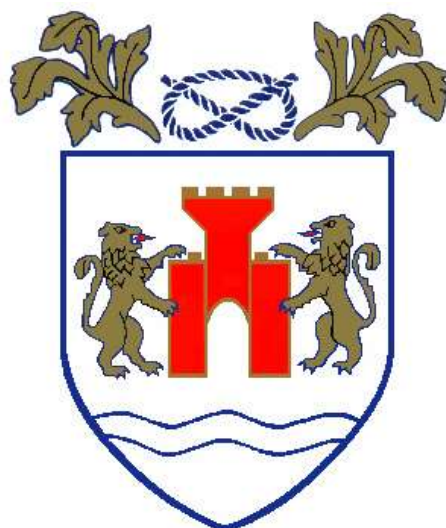


Wolstanton High School

A Shaw Education Trust Academy



Identifying Candidates Policy

Agreed by Academy Council:	Autumn 2017
Reviewed by Academy Council:	Annually
Next Review by Academy Council:	Autumn 2018

Identifying Candidates

Invigilators must establish the identity of all candidates sitting examinations.

A Senior member of staff who is authorised by the Head of Centre will be present at the start of each examination to assist with the identification of candidates for all External Examinations.

Student identification cards will be placed on each desk showing the Students Name and Candidate Number.

Attendance Register will be taken.

Copy of ALL students photographs will be printed from SIMs and given to the Lead Invigilator in order to identify students.

During any internal/PPE's photo name cards will be placed on desks to assist with the identification of students.