

Appendix 9



Archway

Archway School

Verifying candidate identity procedure

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

Key staff involved in verifying candidate identity for exams

Exam Officer	Lesley Ryall
SLT	Kieron Smith, Kay Young, Dominic Salmon, Rachel O’Bryan, Julian Young, Hazel Morgan
Invigilators	Relevant to exam taken

Internal Candidates

- Internal candidates are those students currently on roll at our school and therefore will have already provided documented proof of identity during the admissions procedure. Internal candidates will be verified by staff members present at the beginning of each exam/assessment.
- Candidates are seen into exam rooms by members of SLT and EO.
- Internal candidates will have photographic exam cards on their exam desk
- A member of SLT will be present at the beginning of each external exam.
- Vigilance is undertaken at start of exams and throughout the process to ensure candidates are correct and valid.

External Candidates

We do not accept external candidates.