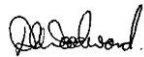





**BRADFORD  
AP ACADEMY**

# Exam Candidate Identify Verification Policy

Policy agreed by Staff on:	Spring 2021
Ratified by Local Advisory Board:	24 <sup>th</sup> March 2021
Review Date:	Autumn 2021
Agreed Frequency of Review:	Annually
Allocated Group / Person to Review:	LAB can delegate to staff members or Headteacher.
Signed by Chair:	
Signed by Headteacher:	



**Exceed**  
Academies Trust

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**Bradford AP Academy Internal Students are identified by the following methods:**

Students are identified by Bradford AP Academy's Head of Centre(s) by means of a register prior to entering the examination room.

Secondary verification by Bradford AP Academy class teachers and invigilators within the exam room during seating at named and numbered exam desks.

Examination register taken to identify absent candidates.

**Private Candidates are identified by the following methods:**

At Initial Exam Entry Stage:

Private candidates' identification is verified at the time of application to sit exams at BAPA by the Exams Officer.

Acceptable documentation to verify a private candidates' identification MUST be from a valid passport or drivers licence. In the case of a minor, a candidate identification form signed by a valid guarantor as per JCQ requirements.

Copies of all documentation to be held securely in the exams office.

Procedures on Examination Days:

Private candidates may enter the exam room only on production of their photo ID and identify verification by the Exams Officer. Invigilators made aware of private candidate identities.

Where identification of a candidate is not possible due to the wearing of religious clothing, such as a veil, a member of staff of the same gender will accompany the candidate to a private room where they should be politely asked to remove the religious clothing for identification purposes.

Private candidates will be made aware in advance of this procedure and well in advance of their first examination.

**Exam Officer**

- EO to ensure invigilators are aware of the procedures for candidates' identification
- Provider seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangements(s) awarded)

## **Invigilators**

- Follow the procedures for verifying candidates identify provided by the EO.
- Seat candidates in exam rooms as instructed by the EO/on the seating plan