



Identifying Candidates in exams and controlled assessments

Date of original policy	No date
Date of review	March 2020
Date approved by Executive Headteacher	
Date Approved by Management Committee	
Signature of Chair of Management Committee	
Date of next review	March 2021

Note: the PRU operates with a Management Committee as its governing body. For all references to Governing Body and Governors in this document the duties and responsibilities will be carried out by the PRU Management Committee and its members.

Seating and Identifying Candidates in Exam Rooms

- A permanent member of staff identifies candidates as they enter the exam rooms.
- The Exams Officer will generate a seating plan prior to the exam in conjunction with the Heads of School.
- Candidates wearing religious clothing, such as a veil, are approached by a member of staff of the same gender and taken to a private room where they are politely asked to remove the religious clothing for identification purposes. Candidates are informed in advance of this procedure and well before their first examination. Once identification has been established, the candidate replaces, for example, their veil, and proceeds as normal to sit the examination.
- Once the exam is underway, the Invigilator will verify the candidate is in the correct seat and complete the seating plan.
- 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 have external candidates.

Seating and Identifying Candidates for Controlled Assessments

- Prior to the start of the assessment, the presiding teacher will take a register of candidates present.
- If unsure of the identification of any of the candidates, the invigilator will check with a permanent member of staff.

Absent exam candidates

- Candidates are identified as missing as they are being checked on the way to the exam room.
- Once the exam is underway, Lead Invigilator will move along each of the tables, verify the candidate on the card to the one seating and complete the seating plan.
- The Exams Officer and Roving Invigilator check with the invigilators in every exam room for absent candidates.
- The head of key stage is made aware and co-ordinates phone calls to parents to arrange pick-ups, via taxi or through a safeguarding official.
- The Exams Officer can apply for special consideration on behalf of the candidate if they have a legitimate reason and provided they meet the minimum criteria.
- If there is no legitimate reason, the candidate will be marked as absent and score an X for that paper. They may then be charged the entry fee for those exams missed.

Candidates arriving late for exams

- Candidate is met at reception by the Exams Officer or Invigilator
- EO or invigilator advises the candidate they are under strict exam conditions
- Candidate is then taken to the room and a convenient seat is found (usually at the back so not to disturb the others)
- Invigilator should complete the remainder of the card details and the new seat number, together with the correct start and end time
- Candidate is given the full time to complete the exam
- The incident is recorded on the exam room incident log.

Candidates arriving VERY late for exams

- If a candidate arrives more than one hour late they will be given the full allocated time and allowed to complete their exam but they will be warned that the exam boards may not accept their work.
- The Exams Officer will complete a JCQ Very Late Arrival Form and submit it to the relevant awarding body.

Food and Drink in an exam room

- Candidates are only allowed in a clear plastic bottle into the exam room
- Candidates are told to remove all labels from the bottle and the bottles are checked at the door by the invigilators on entry
- Candidates who bring in anything other than water will have it taken away from them and returned at the end of the exam
- Candidates with any medical needs which require them to have anything different will have permission granted by the Exams Officer on producing medical evidence (these candidates will be sat at the back of the room where possible).

