



# **Procedures to verify the identity of all candidates**

## 1 How does the College verify the identity of students in exams?

1.1 The following rules apply for all centrally arranged examinations in college. This includes external exam series including on demand exams.

1.2 All students undertaking exams are required to wear their college lanyard which is checked by an invigilator as they enter the exam room. College ID cards should then be placed in the corner of the desk so names and photographs can be checked against the seating plan within the first 15 minutes of the exam. This ensures all students are sitting in the correct seat.

1.3 Any student arriving at an exams hall without their college ID will be directed to the Student Services. A copy of their badge can be printed and signed by a member of staff.

1.4 Students are not allowed to sit an examination without either of the above forms of identification.

1.5 If religious clothing is worn and it is not possible to identify the candidate, a female member of staff will take the student to a private area and requesting them to remove their veil.

The College's equality, diversity and inclusion policy has been taken into account when considering this procedure.