

Appendix 6: candidate identification

The purpose of this appendix is to confirm that Watford Grammar School for Girls:

- verifies the identity of all students that it enters for examinations or assessments (GR 5.6)
- has processes in place to be satisfied that all candidate identities have been checked (GR 5.6)
- has written procedures in place to verify the identity of all candidates at the time of the examination or assessment (GR 5.9)

1. Process to check candidate identity

The identity of students on roll at Watford Grammar School for Girls is checked as part of the initial registration process. (GR 5.6)

Student identity is checked on admission to the school as follows:

Birth Certificates of all applicants are requested after a place has been offered. Birth Certificates of all siblings and cross siblings are requested at the time of application to verify parent in common.

If a UK birth certificate cannot be supplied, a UK passport is requested. If neither can be supplied, we request evidence of settlement status/right to remain which is generally a photo ID card.

All enrolled students have an electronic and paper file holding identity documentation.

2. Procedures to verify candidate identity at the time of the examination/assessment

Teaching staff check students on entry to exam venue. A list of students and their photos are in each exam venue for invigilator reference during the summer season.

The following measures are also in place:

- Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes (ICE 16.3)
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4)

3. Roles and Responsibilities

The Exams Officer will:

- Through training, ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment (ICE 16.1)
- Inform candidates prior to their first examination that where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where

they will be politely asked to remove the religious clothing for identification purposes and that once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination (ICE 16.3)

- Prior to the beginning of the examination, brief invigilators on those candidates with access arrangements and make them aware of the access arrangement(s) awarded (ICE 16.4)