



## **Exam Student Identification Policy**

**Purpose:** To ensure the accurate identification of students taking examinations in accordance with JCQ regulations, maintaining the integrity and security of the exam process.

**Scope:** This policy applies to all students participating in examinations at Blue skies school.

### **Pre-Exam Preparation:**

All students will be issued with a personalised exam registration document or timetable prior to the exam day, which includes their full name, candidate number, and seat allocation.

Staff will familiarise themselves with each student's specific needs and any necessary identification procedures.

### **Identification Process on the Exam Day:**

A member of the Senior Leadership Team (SLT) will be present at the exam venue to oversee the identification process.

The SLT member will arrive early to register students as they arrive at the exam location.

### **Student Arrival and Registration:**

Upon arrival, students will be greeted individually by a member of staff who knows them well, including their name and specific needs.

The staff member will confirm each student's identity by:

Verifying the student's identity against the pre-issued registration document or timetable.

Confirming the student's full name and candidate number.

Recognizing the student's appearance, behaviour and any other relevant indicators, given the small and familiar setting.

### **Seating and Supervision:**

Once identified, the SLT member will escort the student to the allocated seat as per the seating plan.

The student will be seated in the designated area, ensuring that seating arrangements meet JCQ requirements for exam security and candidate separation.

### **Ongoing Verification:**

Staff will remain vigilant throughout the exam to verify students' identities if needed, particularly in cases of any concerns or irregularities.

### **Special Considerations:**

For students with specific needs or requiring additional support, staff will follow individual arrangements and confirm identity in accordance with their support plan.

**Review:** This policy will be reviewed annually or as needed to ensure ongoing compliance with JCQ guidelines and best practice.