



Belmont

Candidate Verification Policy (Exams)

1. Purpose of the Policy

- 1.1 This policy sets out procedures to verify the identity of all candidates
- 1.2 All candidates sitting their examinations at Belmont School will have their identity Confirmed prior to entering the exam venue.

2. Internal candidates

A member of the teaching staff will be on hand to identify all internal candidates entering the exam venue. The exams officer will ensure that there is a print out of all internal candidates available for the invigilators to refer to prior to the start of the exam.

3. Private, external and transferred candidates

- 3.1 A private, external or transferred candidate who is not known to Belmont School must show Photographic documentary evidence to prove that he or she is the same person who entered or registered for the examination/assessment, e.g. passport or photographic driving licence.
- 3.2 In cases 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.
- 3.3 Belmont School will inform candidates in advance of this procedure and well before their first examination.

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