

Identifying Candidates for Exams 2021/22

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Sally Tooms, Exams Officer	
Date of next review	September 2022

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1. Year 12 and 13

All candidates sitting an external or internal examination must sit in their exam seat according to their own individual exam timetable or alternatively by checking the exam seating plan displayed outside the Sports Hall.

All candidates in year 12 and 13 all have their own ID badge. Once entering the exam room they must display this clearly on their exam desk so that invigilators can easily identify that the correct pupil is sat at the correct desk according to the invigilators seating plan. If an invigilator finds that a candidate is seated at the wrong desk before the exam starts then they must make the candidate move to the correct desk. If the exam is underway then the invigilator must make note on the seating plan and inform the senior invigilator immediately so that all seating plans are amended accordingly.

2. Year 11

All candidates sitting an external or internal examination must sit in their exam seat according to their own individual exam timetable or alternatively by checking the exam seating plan displayed outside the Sports Hall.

It is the responsibility of the invigilator to check their 'rows' (that they have been allocated via the senior invigilator) of candidates that they are seated correctly. This is done by checking the seating plan against the photo ID cards that year 11 candidates will have placed on their own desk. If a candidate forgets their ID card the invigilator will give them a spare for their desk and check that they are who they say they are. If an invigilator finds that a candidate is seated at the wrong desk before the exam starts then they must make the candidate move to the correct desk. If the exam is underway then the invigilator must make note on the seating plan and inform the senior invigilator immediately so that all seating plans are amended accordingly.