



Malbank School and Sixth Form College

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*Rejoice in being the best that we can be*

## **Examinations: Identity Verification Policy**

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## **Procedures to verify the identity of all candidates at the time of the examination or assessment**

- All year Key Stage 4 students are issued with an Examination ID Card which shows their name, date of birth, candidate number and their picture. This is kept after each exam session within the exams department and reissued at the start of a new session.
- All 6<sup>th</sup> form students have an ID Card which is issued to them at the beginning of the 6<sup>th</sup> form. This shows their name, date of birth, candidate number and their picture also.
- External Candidates are requested to bring in picture ID with them and are informed that they will not be able to enter the examination without it.

All students have to show their IDs before being able to enter the exam hall. They are then placed on their desk throughout the duration. Anyone who has lost or misplaced their ID cards are sent to the exams office for a temporary one and if lost are requested to purchase a new card before their next examination.