October 2023

POLICY FOR VERIFYING CANDIDATES

DATE APPROVED BY THE GOVERNING BODY	19.12.2023
SIGNATURE OF CHAIR OF GOVERNING BODY	Mrs C. Owen
SIGNATURE OF TCAT LEADERSHIP SUPPORT	Mr A. McMillan
NEXT REVIEW DATE	October 2024

PADGATE ACADEMY

INTERNAL CANDIDATES

Non-examination assessments (NEA) and controlled assessments

The head of Department/Class teacher to ensure that the management information system SIMS/Arbor is used to identify candidates. Photographs are on the system.

Further verification can be made by the Senior Leadership Team (SLT)

External Examinations

The Exams officer will provide identity cards of candidates to be placed on the examination desks in all rooms used. The cards will show a photograph of the candidate with the candidate examination number.

EXTERNAL CANDIDATES

Non-examination assessments (NEA) and controlled assessments

If an external candidate is accepted to be entered for examinations at the Academy, the centre would not verify Non-examinations assessments or controlled assessments.

External Examinations

Photographic Identification i.e, passport or driving licence must be provided to verify the candidate before the external examinations. This should be kept on the candidates desk to be checked by the invigilator.

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