



Candidate Identification Policy

Centre Number: 53628

This policy is reviewed annually to ensure compliance with current regulations

Date Created: February 2019	Review Period: Annually
Reviewed: November 2023	Next Review Due: November 2024

Key staff involved in the Candidate Identification Policy

Role	Name(s)
Head of centre	Joanna Ware
SLT members	Matthew Bisco & Anna Norman
Exams officer	Joanna Starr

Purpose of the policy

The purpose of this policy is to set out procedures for identifying candidates either at the time of entry or at the time of the examination.

Identifying Internal Candidate

All Phase 4 candidates must ensure they are wearing the correct Millbay Academy uniform.

Identifying Guest Candidates or Home Schooled Candidates

All guests and home schooled candidates must ensure they are wearing the appropriate visitor badge.

All guests and home schooled candidates must bring with them some form of photo ID, such as a passport.

Invigilators must be satisfied that all candidates' identities have been checked.

Identifying External Candidates

All external candidates must have their identities checked at the time of entry by providing a copy of the candidates photo page of their passports.

Additionally external candidates should bring with them at the time of examination a further copy of the photo page of their passports or the original passport.

Invigilators must be satisfied that all candidates' identities have been checked.

Identifying Candidates without the appropriate ID

Millbay Academy students may be identified, in the absence of a candidate card, student ID or passport, by either the subject teacher, subject lead or a senior member of staff.