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## **PROCEDURE FOR IDENTIFYING CANDIDATES** **Centre 17632**

All candidates will be registered outside the exam room by a member of the Examination Team.

### **Internal Candidates:**

Internal candidates will have a photo ID label on their desk before every exam; once the exam has started, an invigilator will check that the photo on their ID card matches the candidate.

If an invigilator is unsure about a candidate's identity they must contact a member of the Examinations Team immediately.

### **External Candidates:**

All external candidates are required to produce photographic ID at the start of their exam. A member of the Examinations Team will check their ID before allowing them to enter the examination room. If there is any doubt the Head of Examinations should be contacted immediately.

Once all candidates have been identified the attendance register will be completed.

Head of Examinations  
September 2021  
To be reviewed September 2022