Merchant Taylors' School

EXAMINATIONS – POLICY FOR IDENTIFYING CANDIDATES

Centre 17632

All candidates will be registered outside the exam room by a member of the Examination Team and/or a member of SLT where required.

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 Exams Team immediately.

If it is discovered that an individual in the Exam room is unauthorised to sit the exam, the Head of Exams will remove them from the exam room and investigate the situation whilst maintaining the integrity of the Examination.

External Candidates:

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

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

Access Arrangements, Clash candidates, Private candidates, etc.:

All the above will be identified on the seating plan using colour coding. The invigilators will also receive a detailed brief by a member of the Exams Team before the candidates are allowed into the room.
All invigilators will have access to the seating plan throughout the exam and hence should be aware of the arrangements in their room.

Head of Examinations
October 2026
To be reviewed October 2027