



OWNED BY	VP Student Experience / Head of Exams	
Policy	Exams Verification and Identification of Students v1	
DATE OF LAST REVIEW	February 2026	
PLANNED NEXT REVIEW	February 2027	
APPROVAL	SLT	
Document History Changes to grammar, spelling and sentence structure may have been made throughout the document. In addition to these minor changes, the following have been made		
Version	Date	Changes made
26v1	March 2026	Brought into line with JCQ wording

How Does the College verify the identity of Students?

All students undertaking exams within the college are required to provide photographic identification which must be placed on candidate's desk next to candidate cards prior to the start of any examination.

Accepted forms of identification are:

College ID card

Photographic Driving License

Valid Passport

Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender, then taken to a private room and politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.

Any student arriving at an exams hall without valid ID will be sent to the exams team or the Student Journey Help Desk where a member of staff will verify ID using the College Management Information tool and check the student against the photographic evidence held.

Once identification is confirmed a red card confirming identity has been checked and verified is issued to the student, this is dated and is a single use document. College members of staff are not allowed access to the exam's hall under any

circumstances.

External Candidates

Any external students are advised they must bring valid identification documents:

Valid Photographic Driving License Valid Passport

Data Protection

When managing a student's personal data it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purpose of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.