



OWNED BY	STUDENT JOURNEY MANAGER/EXAMS OFFICER
Policy	Exams Verification and Identification of Students
DATE OF LAST REVIEW	SEPTEMBER 2023
PLANNED NEXT REVIEW	AUGUST 2025
APPROVAL	SLT

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Matt Reynolds</b>
Exams Team	<b>Neil Owen, Wendy Cowgill, Jane Hart, Kezziah Pike</b>
Student Journey Team	

### How Does the College verify the identity of Students?

All students undertaking exams within in 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

Valid UK driving licence with photo ID Valid

UK Passport

If religious clothing is worn and it is not possible to identify the candidate, a female member of staff will take the student to a private area and requesting them to remove their veil.

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

UK driving licence with photo ID

Valid UK Passport

### Data Protection

When managing a student's personal data information 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 purposes of information relating to this

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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.