



# Exams – Candidate Identification Policy 2022/23

Written By	Helen Whalley & Rhian Davies
Effective Date	October 2022
Due for Review	October 2023
Approved and Signed by:	
Chair of Committee	
Headteacher (Head of Centre)	

## Candidate Identification Policy – Key Staff

Role	Name(s)
Head of Centre	Joe Barker
SLT – Exams	Rhian Davies
Exams Officer	Helen Whalley
Deputy Exams Officer	Jennita Residu

Departments	Head of Department	Subjects
Arts	Helen Aspinall	<ul style="list-style-type: none"> <li>• Art &amp; Design</li> <li>• Drama</li> <li>• Music</li> <li>• Performing Arts</li> </ul>
English	Laurence Graves	<ul style="list-style-type: none"> <li>• English Language</li> <li>• English Literature</li> <li>• Film Studies</li> </ul>
Humanities	Carly Ramsay	<ul style="list-style-type: none"> <li>• Geography</li> <li>• History</li> <li>• Religious Studies</li> <li>• Travel and Tourism</li> </ul>
Maths	Katie Hall	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Additional Maths</li> </ul>
MFL	Ana Castillo	<ul style="list-style-type: none"> <li>• French</li> <li>• German</li> <li>• Italian</li> <li>• Spanish</li> </ul>
Science	Charlotte Carr	<ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry</li> <li>• Physics</li> <li>• Combined Science</li> </ul>
Sports	Michael Stretton	<ul style="list-style-type: none"> <li>• Dance</li> <li>• Health and Fitness</li> <li>• P.E.</li> <li>• Sports Studies</li> </ul>
Technologies	Alex Purdie	<ul style="list-style-type: none"> <li>• Computer Science</li> <li>• Creative Media</li> <li>• Design and Technology</li> <li>• DT Textiles (Fashion)</li> <li>• Enterprise and Marketing</li> <li>• Food Preparation and Nutrition</li> <li>• Food and Cookery</li> <li>• Graphic Design</li> </ul>

**Purpose of the policy**

The purpose of this policy is to confirm that Marple Hall School has a written record which clearly shows the centre is fulfilling its obligation to establish the identity of all candidates sitting examinations (ICE<sup>1</sup> 16)

**Internal Candidates**

Invigilators are provided with a seating plan, along with student exam cards for each student sitting the exam. The exam cards display the student's legal name, centre number, candidate number and a photograph of the student. These exam cards are the means by which an invigilator can verify the identity of a candidate.

If there is any doubt with regards to the identity of a student, the invigilator must contact the Exams Office or the Senior Leadership Team, to request assistance.

**External Candidates**

The centre does not accept private candidates in general terms. Please refer to External Candidates Policy for details of extraordinary arrangements.

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1 [https://www.jcq.org.uk/wp-content/uploads/2022/10/ICE\\_22-23\\_Oct22\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/10/ICE_22-23_Oct22_FINAL.pdf)