



Cardinal Langley RC High School

Exams Policies & Procedures 2025-26

CANDIDATE IDENTIFICATION PROCEDURE

Procedure to Verify the Identity of Candidates at the time of the Examination or Assessment

- The subject teacher carrying out an assessment will ensure a register is taken at the start of the lesson to ensure the correct students are present.
- A member of the senior leadership team will be present in the main examination/assessment rooms at the beginning of each exam/staff from the Additional Support team acting as readers/scribes etc. not in the main exam rooms, will identify the candidates as they enter the exam room.
- Sixth Form candidates will place their student ID badges on the desk before the start of the exam/assessment.
- In cases where it is impossible to identify candidates 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 and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Once identification has been established the religious clothing should be replaced and the candidate should proceed to the exam.