



Leicester Grammar School Trust

LGS Stoneygate

Candidate Identification Policy

The purpose of this policy is to make clear how we will identify pupils for the purpose of them sitting GCSE and other public exams at LGS Stoneygate. It fulfils the requirements of the 'General Regulations for Approved Centres 2020 – 2021, Section 5.6', which states that the centre must, '*verify the identity of all students that they enter for examinations or assessments. The centre **must** be satisfied that all candidate identities have been checked.*'

Given that we will not be taking external candidates for exams, all pupils will be known on sight to us. However, at the start of Year 11, all pupils will bring in their passport and a photocopy will be taken. In the event of no passport being available, a birth certificate would suffice.

Copies of these will be held in the Exams Office and used at the start of exams by the Exams Officer to identify pupils.

There will also be a photo of the candidate on the name card on the desk, along with their candidate number and listed exam access arrangements.