



‘Building Resilience for Future Success’

Candidate Identification Policy

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People Involved in writing this policy	Amanda Lacey, Lauren Calver, Robin Hart

Purpose of the Policy

This policy details how Ancora House School identify candidates sitting examinations across both of their sites.

Hospital Site

Ancora House is a Tier 4 CAMHS in-patient setting, only young people who have been admitted onto the ward and are present during an exam season come up to the school and sit exams. All of our invigilation team are our own teaching assistants or staff members who have seen the students attend the school prior to sitting exams, in the event our invigilators had not met a candidate before, SLT would be present at the start of an exam to identify candidates. In the event a candidate arrived mid-way through an exam series, SLT would liaise with the nursing team who handle the candidate's admission to the hospital in order to identify them by their NHS record, in addition the exams officer would speak to the home school to verify the candidate information during the transfer of candidacy for the candidate. ID cards with candidate name, number, centre number and AA's are placed on all desks in the exam room.

Community Site

Young people at the community site are commissioned by the Education Access team (for medical needs places), the SEND team for pre and post 16 young people with an EHCP and the Virtual School for young people who are children looked after. We are consulted on for each place and will receive information regarding the young people before they are put on roll. School staff act as invigilators and all staff know the young people well and are able to identify them.

Students from the UK have an identity check from submission to school, all details are held on SIMS. Students from abroad submit photo id (passport) before enrolment and these details are retained on file.

Before the start of the exam, a member of the SLT or the Senior Pastoral Lead will confirm the identity of the students about to sit the exam, and sign a form to that effect. The invigilators are provided with a copy of the seating plan to identify where candidates should be sat, ID Cards are on each desk with AA's and candidate details. Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be asked to remove the religious clothing for identification purposes.

Private Candidates

The school does not routinely accept private candidates.

In the rare event that a private candidate sits exams at the community site they would have been referred by the Education Access or SEND team who will provide photo ID of the young person and complete information regarding the young person's personal details which will be signed by the parent/ carer and young person.