Candidate Identity Verification Procedure

2023/24

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

Key staff involved in the exams policy

Role	Name(s)
Head of centre	**Gary Kynaston**
Exams officer line manager (Senior Leader)	**Hendrix Emanuel**
Exams officer	**Lucie Hrabankova**
SLT member(s)	**Chris Wilson, Connie Walkers, Hodo Isse, Kevin Yiminyi**

Candidate Identity Verification Procedure

Hammersmith Academy is committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment.

Internal candidates are those students currently on roll at Hammersmith Academy and therefore will have already provided documented proof of identity during the admissions procedure. Internal candidates will be verified by staff members present at the beginning of each written exam.

A member of the Senior Leadership Team will be present at the beginning of each GCSE exam and a member of the Sixth Form Team will be present at the beginning of each GCE exam. The Sixth Form Team will register the GCE candidates before they enter the exam venue. At least one member of staff from the relevant subject will also be present at the beginning of each exam.

The folder with internal students' photos is available in the Examination room.

External candidates who are not previously known to a current member of staff at Hammersmith Academy must provide proof of identity. We accept the following photographic proof of identity:

- Current passport
- Current UK driving licence
- Current European identity card

If none of the above items are available a current birth (and marriage if applicable) certificate and proof of current address will be acceptable.