



IDENTIFICATION OF EXAM CANDIDATES

GCSE/ECDL/BTEC/FS/CIDA & Cambridge Technicals – LEVEL 2 QUALIFICATIONS

All students in Key Stage 4 who are taking a GCSE exam will be issued with an Exam ID card. This information is taken from SIMS (Schools Management Information System)

The card will have a photograph of the candidate, their candidate number and the centre number. Students who arrive for their exam without their ID card will have their identity checked via the ID booklet.

The booklet shows a photograph of all candidates in candidate number order. Thus, enabling an Invigilator to identify a candidate.

GCE/BTEC/Cambridge Technicals – LEVEL 3 QUALIFICATIONS

All students in Post 16 will be issued with an ID badge. These students do not wear uniform and this is how these students are identified within school. ID badges must be worn always. ID badges are required for all exams.

If a Post 16 student arrives without an ID badge. The Pastoral Support Manager for Post 16 will be available to identify the student.

Guest Students (from other schools)

These are Post 16 students and will have an ID badge as with all other GCE candidates

External Students

Hele's school does not accept external students for exams. The exception to this are former students.

Prior to an exam entry being taken a copy of a passport or driving license will be made to identify that student.

The student is required to sign in at Reception and gain a visitor's badge. They are to be escorted always whilst on school premises.