Candidate Identity Verification Procedure: Exams

Magna Academy

Approved by:		**Date:** November 2024
Last reviewed on:	September 2026	
Next review due by:	September 2027	

Magna Academy Candidates

Magna Academy Students are identified by the Head of House, tutors and teaching staff by means of a register prior to entering the exam room.

Secondary verification by Magna subject staff and invigilators within the exam hall/room during seating at named and numbered exam desks.

Examination register taken to identify absent candidates.

Private Candidates

At initial exam entry:

Private candidate identification verified at the time of application to sit exams at Magna Academy by the Exams Officer.

Production of photo ID e.g. Valid passport or drivers licence. In the case of a minor a candidate identification form signed by a valid guarantor as per JCQ requirements.

Copies are to be held securely in the exams office. On the day of the exam Private candidates may enter the exam room only on production of their photo ID and identity verification by the exams officer.

Invigilators are made aware of private candidate identities. Where it isn't possible to identify a candidate due to the wearing of religious clothing, such as a veil, a member of staff of the same gender will accompany the candidate to a private room where they should be politely asked to remove the religious clothing for identification purposes.

Private candidates will be made aware in advance of this procedure and well before their first examination.