

Identifying Internal Candidates Procedure

Due to the complex needs of the students who attend Haybrook College, no external invigilators are employed by the College to administer exams. The college train all staff employed by Haybrook College to carry out the role of Invigilator, Access Arrangement Assistant and Lead invigilator.

For each exam room required, a Lead Invigilator will be assigned to the room with the responsibility for identifying each student against the seating list.

The Lead Invigilator will be known to the students from their day to day role within the college as either a Head of Centre, Teacher or Sports Coach Mentor.

Candidate cards are on the desks allow invigilators to identify candidates at the beginning of the examination.

The College does not generally accept external candidates and therefore all students are known to the college and appropriate identity checks are undertaken upon joining the college as part of the college's admission procedure.

In exceptional circumstances where an external candidate has been transferred to the college, the college will prior to the examination undertake identity checks to verify the identity of the candidate (I.e. photo ID such as passport, driving license).