

## **Academic Procedure: Procedure to Identify All Candidates**

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1. If need be, a member of the Senior Management (who has not had overall responsibility for the preparation of the subject's exam) can be requested to be at the beginning of the exam for identification purposes. However, as most pupils are known to the examinations officer, this is not always necessary.
2. Our MIS system has the ability to put photographs of the candidates on the seating plan for verification.
3. A print out of all the pupils and their photograph is available for the invigilators.
4. Ryde School does not permit external candidates to sit exams. Returning pupils are always accepted if they wish to re-sit examinations in the future. Formal identification will be requested in the form of photo ID.