



Procedure to Verify Identity of Candidate

Before students enter exam conditions the Head of Centre and/or head of colleges are on site where students gather to ensure all candidates taking the exam are present (phone calls are made to the candidate's home if they are not present).

Before entering the relevant exam room, Head of Centre and/or Heads of Colleges are available to verify the identity of each student and where needed direct them to the correct exam room where they then enter exam conditions.

Staff are familiar with candidates and if they are one-to-one with a student we ensure it is a staff member who knows the identity of the candidate.

Students who take their exams off site at alternative addresses will be identified by a member of EOTAS staff off site (where we provide an invigilator) or a staff member of the alternative site who are familiar with the student's appearance so they can identify the candidate.

If we have transferred candidates we will always have a member of staff on site to verify the students identity (for example a staff member who did intake meetings with the candidate), if a staff member for any reason is not familiar with the candidate they can produce their EOTAS allocated Bus Pass as a form of identity or their passport if needed.