



Kingswood House School

Examination Candidate Identification Checks

- The Exams Officer or a member of the Senior Leadership Team **must** be at the beginning of each exam to verify the identification of each candidate.
- A list of the candidates details and photo will be present inside the exam room for the invigilator to check against the candidates.
- Each candidate will have a candidate seating card with a photo attached to their table inside the exam room.
- Invigilators have been requested to check the candidates are seated at the correct seat according to the seating plan and to check the seating card photo at the same time.