



The BRIT School

Candidate Identification Policy

2025-2026

KEY STAFF INVOLVED IN CONTINGENCY PLAN

Role	Name(s)
Head of Centre	Stuart Worden
Senior Leaders	Louise Cooper Katie Findlater
Exams Officer	Charlotte Byrne

Purpose of the procedure

This procedure is reviewed and updated annually to ensure that procedures to verify the identity of all candidates that are entered for examinations or assessments at The BRIT School are managed in accordance with current requirements and regulations. The purpose of this procedure is to confirm that The BRIT School:

- verifies the identity of all students that it enters for examinations or assessments (GR 5.6)
- has processes in place to be satisfied that that all candidate identities have been checked (GR 5.6)
- has written procedures in place to verify the identity of all candidates at the time of the examination or assessment (GR 5.9)

Process to check candidate identity

The identity of students on roll at The BRIT School is checked as part of the initial registration process. (GR 5.6). We require all new students to provide valid identification documents. A passport or birth certificate is an acceptable form of identification for this purpose.

It is centre policy that the BRIT School does not accept private candidates, and so there is no verification process in place to account for this.

Procedure detailing how the identity of all candidates sitting exams is confirmed.

Invigilators are able to establish the identity of all candidates sitting exams in accordance with this procedure and by following the arrangements in place for them to carry out adequate checks. (ICE 16). All candidates are required to present their school ID badge as a form of identity verification during exams.

Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes (ICE 16.6). Candidates are informed of this process in pre-exam assemblies, and this information is readily available on the BRIT school website, and the Data and Exams Linktree.

Roles and responsibilities

The role of the exams office/officer

Through training, the Data and Exams team can ensure that invigilators are aware of the procedure for confirming the identity of all candidates sitting exams (ICE 16.1). Invigilators will also receive a brief before exams regarding any candidates with access arrangements and make them aware of the access arrangement(s) awarded.

Purposes of wearing the Student ID badge

The BRIT School ID badges allow anyone on the BRIT School campus to quickly confirm that an individual belongs to the school. Each student is issued with a BRIT ID card at the start of the academic year.

Wearing the ID badge visibly around the neck on a lanyard at all times is part of the school's safeguarding and behaviour policies. It is only appropriate that the ID badge is temporarily removed during certain lessons / activities, e.g. dance classes. Students must wear their ID card around their neck using the provided lanyard, and it must be clearly visible at all times whilst anywhere on the school site before, during and after school. Failure to comply breaks the conditions of The BRIT School Student Agreement.

Year 10 students are required to use the green lanyards, Year 11 red lanyards and P16 students are required to use the blue lanyards. Students must also have the card in their possession at all times as it allows access to important areas of the school and borrow books from the library.

Students not in possession of/wearing an ID card at school

If a student fails to bring their identification to school they must purchase a new one from Reception before attending any exams. A charge of £5 will be levied to cover the cost of production. Parents of students will be invoiced for students requiring a new card, but without funds. Students that repeatedly fail to ensure they are wearing an ID badge will be addressed through the procedures of the Discipline Structure in the Behaviour Policy. Repeat failure to attend school with an ID badge or to wear an ID badge as required is a serious behaviour concern and is addressed accordingly.

Care of the ID card

It is expected that proper care be given to the ID badge, as all ID badges remain the property of The BRIT School. Defacing, damaging, or destroying a school issued ID badge, other than normal wear and tear, is considered "property damage" or "vandalism" and subject to discipline procedures through the Discipline Structure in the Behaviour Policy. Any ID badge that is deemed unrecognisable must be replaced at cost to the student.

If an ID badge is found, it should be returned to Reception.