



## **Langley Park School for Boys**

# **Candidate Identity Verification Procedure**

### **2025/26**

Langley Park School for Boys is committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment.

Internal candidates are those students who are currently on roll at Langley Park School for Boys and who will have already provided proof of identity documented during the admissions process.

Internal candidates will be verified by a member of staff at the beginning of each written examination. A member of the Senior Leadership Team or the Head of Year or their assistant will be present at the beginning of each GCSE/Level 1/2 BTEC exam, and a member of the Sixth Form Team will be present at the beginning of each A-Level/Level 3 BTEC exam. In addition to this the invigilation team will also have been provided with student photographs and names as produced by our MIS system for all candidates sitting exams within the specified examination series.

We only accept external candidates who have previously been on roll at Langley Park School for Boys. We print their photographs from our MIS system for identity verification purposes. In addition to this we ask them to bring in proof of identification at the time of the exam.

Where it is impossible to identify a candidate due to the wearing of religious clothing which covers the candidates' face (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 temporarily reveal their face for the purpose of identification. The centre will inform the candidate in advance of this procedure and well before their first examination.

Langley Park School for Boys does not currently accept entries from candidates that are not known to both the school and current members of staff.