Exams: Learner Identification Policy

Henry David Learning

Woodfield School

August 2026 – August 2027

Amendments made: August 2026

Review due August 2027

Reviewed by: Lynsey O'Keeffe

Signed off by Proprietary Body

Introduction

Woodfield School is committed to ensuring the integrity of all qualifications, assessments and examinations delivered through the school.
The purpose of this policy is to ensure that all learners undertaking qualifications and assessments can be correctly identified and that awarding organisation requirements relating to learner identity are met.
This policy applies to all qualifications delivered by Woodfield School, including NOCN qualifications, Functional Skills qualifications, vocational qualifications and internally assessed programmes.
This policy should be read in conjunction with:

- Exams and Invigilation Policy
- Fair Assessment Policy
- Reasonable Adjustments and Special Consideration Policy
- Malpractice and Maladministration Policy
- Data Protection Policy

Purpose

Woodfield School will ensure that:

- All learners are correctly identified before registration for qualifications.
- Assessment evidence can be attributed to the correct learner.
- Examination candidates can be verified before assessments begin.
- Appropriate records are maintained.
- Awarding organisation requirements are met.

Learner Registration

Before a learner is registered for a qualification, Woodfield School will verify the learner's identity using information held within the school's admissions and pupil records systems.
Information may include:

- Full legal name
- Date of birth
- School admission records
- Education, Health and Care Plan (EHCP) documentation
- Parent/carer provided information
- Unique Learner Number (ULN), where applicable

The school will ensure that learner details entered onto awarding organisation systems accurately match school records.

Verification of Identity During Assessment

Woodfield School is a small specialist setting where learners are known personally by teaching staff, assessors and invigilators.
Prior to an assessment or examination, staff will verify that:

- The learner is registered for the qualification.
- The learner attending the assessment is the correct individual.
- Attendance has been recorded appropriately.

For externally assessed examinations, invigilators will confirm the identity of all candidates before the assessment begins.

Authentication of Learner Work

Teachers, assessors and Internal Quality Assurers will take reasonable steps to ensure that assessment evidence submitted for qualifications is the learner's own work.
Methods may include:

- Direct observation of practical activities.
- Assessment carried out under supervision.
- Learner discussions and questioning.
- Witness statements.
- Review of learner drafts and progress over time.
- Authentication statements where required by the awarding organisation.

Any concerns regarding authenticity will be managed in accordance with the school's Malpractice and Maladministration Policy.

Changes to Learner Information

Where a learner's personal details change, the school will ensure that records are updated promptly.
Changes may include:

- Legal name changes
- Corrections to dates of birth
- Updates to Unique Learner Numbers (ULNs)

Where necessary, awarding organisations will be informed in accordance with their procedures.

Record Keeping

Woodfield School will maintain accurate records relating to learner identification and qualification registration.
Records will be retained in accordance with:

- Awarding organisation requirements
- Data Protection legislation
- Woodfield School Data Protection Policy

Responsibilities

Principal
Responsible for ensuring that systems are in place to verify learner identity and maintain accurate records.
Exams Officer
Responsible for ensuring learner details are accurately recorded and transferred to awarding organisation systems.
Teachers and Assessors
Responsible for confirming the identity of learners undertaking assessments and ensuring assessment evidence is attributable to the correct learner.
Internal Quality Assurer (IQA)
Responsible for monitoring assessment practices and ensuring assessment evidence can be authenticated.