

## **Centre Statement on the Identification of Students For Examinations or Assessments**

All students are referred to Burton PRU as result of being either permanently excluded from, or at risk of being permanently excluded, for a variety of reasons, from mainstream education establishments within the local east Staffordshire area.

As part of the student induction process, full paperwork from the referring school is received and used by members of SLT at Burton PRU in induction meetings with both parents and students, in the home setting and within the school setting, where the student's identity is checked and verified.

The Exams Officer, as part of the preparation process for the exam season, may formally request to parents and students by letter, that a photograph is taken at school and used only for the purposes of preparing an identification card for their exam desk. To include: a recent photograph, legal name (as on their entry made to the awarding bodies) candidate number and centre number. Due to the nature of Burton PRU students, the Exams Officer, must take into account that parents and students may refuse due to their individual needs, including, but not an exhaustive list: Social and Emotional Mental Health, Autistic Spectrum Condition, Cognition and Learning, and Attention Deficit Hyperactive Disorder.

All students are known to staff members who act internally as invigilators. No invigilators are recruited from the general public outside of the school.

As detailed in section 16.1 of JCQ's ICE for the exam season running from 1st September 2023 to 31st August 2024, a senior member of staff, such as an Assistant Head Teacher or Deputy Head Teacher, who have been authorised by the head of centre may be present at the start of an examination to assist with the identification of candidates.