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Registered with the Charity Commission for Northern Ireland NIC101695

Joint Council of Qualifications (JCQ) Centre Number: 71209

## **ULSTER COLLEGE OF MUSIC**

### **IDENTIFICATION OF CANDIDATES POLICY FOR CCEA EXAMINATIONS FROM 2024**

Due to the small size of our classes it is usually easy to establish that the candidates sitting any CCEA examination are who they claim to be as they are already well known to the College. Nevertheless, to ensure identification of all candidates we need photographic proof of identification prior to entry to the examination room. On examinations day the Administrator / Examinations Officer will ensure that all students are present and check ID documents. Please check with the office beforehand what sort of ID documents are suitable, if you don't have a passport. Having removed all personal items from the students to the secure office both the Examinations Officer and Invigilator(s) will accompany candidates to the examination room(s) (where candidate cards have previously been set out and double checked). The examinations officer will check that all candidates are correctly seated before any papers are distributed.