



## **Identification of Candidates for Graded and Vocational Graded Examinations**

### **1. Policy Statement**

The Academy aims to take reasonable precautions to ensure that the identification of all examination candidates is valid.

### **2. Graded Examinations**

In signing the entry form, the applicant is agreeing to ensure the true identification of the candidate.

### **3. Vocational Graded Examinations**

Candidates are required to show photographic identification when signing-in on the day of the examination.

Any official documentation which includes photographic ID may be used such as:

- Passport
- Driving Licence
- Student Union Card
- Travel Pass
- ID Card etc

Candidates who do not possess photographic ID must complete an 'RAD Photographic ID Form' signed by the principal/teacher who is responsible for the entry.

If in exceptional circumstance photographic evidence has not been produced on the day of the examination, the Academy reserves the right to withhold the result.

### **4. Policy**

This policy will be reviewed on a regular basis by Quality Assurance Sub-Committee.

Policy Approved: April 2009

Implementation date: September 2009

Policy Review: May 2010

Circulation list: National and Regional Administrators, RAD websites.