

ULSTER COLLEGE OF MUSIC POLICY

IDENTIFICATION OF CANDIDATES FOR CCEA EXAMINATIONS FROM 2018

Due to the small size of our classes it is very 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.

Our administrator is also our Examinations officer and has full responsibility for registering our students and dealing with them throughout the year.

On examinations day the Administrator / Examinations Officer will ensure that all students are present.

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 opened and distributed.

In the event of subject clashes occurring we do not foresee a situation in which we would need to accommodate a student from any other Centre as the Transfers are always away from here and into the candidates own schools.

If a request to accommodate a student who has been taught elsewhere were to be received we would need signed photographic proof of identification prior to being able to accept.