SOP: Candidate Identification and Attendance Tracking

This SOP details the process for **candidate identification and attendance tracking**, covering methods for verifying candidate identities, recording attendance accurately during assessments or events, managing attendance data securely, and ensuring compliance with organizational policies. The aim is to maintain a reliable record of participant presence and identity to support integrity and efficiency in candidate management.

1. Scope

This procedure applies to all staff responsible for verifying candidate identities and tracking attendance during assessments, interviews, training sessions, or any official organizational events.

2. Responsibilities

- **Invigilators/Staff:** Verify candidate identities and record attendance.
- **Data Manager:** Securely manage and store attendance records.
- **Compliance Officer:** Ensure processes align with organizational and legal requirements.

3. Procedure

3.1 Candidate Identification

- Request a valid photo ID (e.g., passport, driver's license, organizational ID) from each candidate upon arrival.
- Compare the presented ID with the candidate and the pre-registered list.
- Ensure names and photos match official records; flag discrepancies for further verification.
- Document the type of ID verified for each candidate.

3.2 Attendance Recording

- Mark attendance in the official register or electronic attendance system immediately upon successful identification.
- Include time of entry and, if applicable, time of exit.
- Have candidates sign the attendance sheet (paper or digital), if required.
- Regularly update attendance data for late arrivals and early leavers, noting reasons where provided.

3.3 Data Management and Security

- Store attendance records in secure, access-controlled locations or systems.
- Limit access to attendance and identification records to authorized personnel only.
- Back up digital attendance data regularly in compliance with organizational data policies.
- Retain records according to organizational retention schedules; securely dispose of outdated records.

3.4 Compliance and Audit

- Ensure all methods align with data protection, privacy laws, and organizational policies.
- Conduct periodic audits of attendance and identification processes.
- Address and report any incidents of non-compliance immediately.

4. Related Documents

- Organizational Data Protection Policy
- Privacy Policy
- Assessment/Event Guidelines

5. Revision History

Version	Date	Description	Author

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1.0	2024-06-14	Initial SOP Template Release	SOP Team

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