



# Candidate Identification Procedure

Policy/Procedure creator: Jemma Malins

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Centre Name	Shenley Brook End School
Centre Number	52304
Date procedure first created	April 2023
Current procedure reviewed by	Jemma Malins
Current procedure approved by	Gareth McCluskey and Chris Holmwood
Date of next review	April 2024

## Key staff involved in the procedure

Role	Name
Exams officer	Jemma Malins
Senior leader(s)	Chris Holmwood, Gareth McCluskey, Zara Peskett, Jackie Hearty, Sam Southwell, Andrew Nash, Claire Wright, Steve Livesey
Head of centre	Gareth McCluskey
Other staff (if applicable)	Not Applicable

This procedure is reviewed and updated annually to ensure that procedures to verify the identity of all candidates that are entered for examinations or assessments at Shenley Brook End School are managed in accordance with current requirements and regulations.

References in this procedure to GR and ICE refer to the JCQ publications **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

## Purpose of the procedure

The purpose of this procedure is to confirm that Shenley Brook End School:

- verifies the identity of all students that it enters for examinations or assessments (GR 5.6)
- has processes in place to be satisfied that all candidate identities have been checked (GR 5.6)
- has written procedures in place to verify the identity of all candidates at the time of the examination or assessment (GR 5.9)

## 1. Process to check candidate identity

### Internal candidates

The identity of students on roll at Shenley Brook End School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Teaching Staff will verify students' identity from the school's student management system when making exam entries.
- When making final entries students will be issued with a statement of entry to check all their details are correct.

### Private candidates

The identity of students (private candidates), not on roll at a centre but who may be accepted to take examinations, must be checked by a verification process which involves photo-ID. (GR 5.6)

At Shenley Brook End School:

External/ private candidates will have their identity cross-referenced to supporting photographic documentation (eg passport, driving licence etc) and address when making an entry by the EO.

## 2. Procedures to verify candidate identity at the time of the examination/assessment

Invigilators are able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks. (ICE 16.1)

The arrangements at Shenley Brook End School are:

- Desk cards will be used with student photographs
- A folder of photographs will be available in the room to identify candidates, if required.
- The Year Leader for the respective year group will be present in the room to help with identification; candidates in lower year group will be known to the EO.
- A member of the sixth form team will be in the venue to check the identity of student in Years 12/13.
- External/ Private candidates will have their identities checked using photographic documentation by the EO in order to enter the exam room. (The EO will inform external/private candidates of this requirement when registering for examination entry.)

The following measures are also in place:

- A private/external candidate or a transferred candidate who is not known to the centre will be asked to show photographic documentary evidence to

prove that they are the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence (ICE 16.2)

- Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes (ICE 16.3)
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.4)

### 3. Roles and Responsibilities

#### **The role of the exams office/officer**

- Through training, ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment (ICE 16.1)
- Prior to the examination, inform a private/external candidate or a transferred candidate who is not known to the centre that they must show photographic documentary evidence to prove that they are the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence. (ICE 16.2)
- Inform candidates prior to their first examination that where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes and that once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination (ICE 16.3)
- Prior to the beginning of the examination, brief invigilators on those candidates with access arrangements and make them aware of the access arrangement(s) awarded (ICE 16.4)

Additional responsibilities:

Not applicable

## CHANGES 2022/2023

No changes applicable

## CENTRE-SPECIFIC CHANGES

Not Applicable