



Candidate Identification Procedure

Policy/Procedure creator: Alison Cromack

Policy/Procedure created/reviewed: 01/11/2022

Centre Name	Thorpe St Andrew School and Sixth Form
Centre Number	18343
Date procedure first created	October 2022
Current procedure reviewed by	Alison Cromack - Exams Officer
Current procedure approved by	Mr P Hookway
Date of next review	October 2023

Key staff involved in the procedure

Role	Name
Exams officer	Alison Cromack
Senior leader(s)	Mr P Hookway
Head of centre	Mrs P Bignell
Other staff (if applicable)	Mrs C Bailey - Exams Assistant

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 Thorpe St Andrew School and Sixth Form 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 Thorpe St Andrew School and Sixth Form:

- verifies the identity of all students that it enters for examinations or assessments (GR 5.6)
- has processes in place to be satisfied that 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 Thorpe St Andrew School and Sixth Form is checked as part of the initial registration process. (GR 5.6)

The process is:

A folder containing all the candidate cards, separated into year groups and organised alphabetically will be provided to the Lead Invigilator in each room. Invigilators will use these to identify candidates in the exam room.

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 Thorpe St Andrew School and Sixth Form:

A private, external or transferred candidate who is not known to the school must show photographic documentary evidence to provide that they are the same person that was entered/registered for the examination/assessment, eg: passport or photographic driving licence. In cases where it is impossible to identify a candidate, due to wearing of religious clothing, the candidate should be approached by two members of staff or the same gender and taken into a private room where they will be politely asked to remove the religious clothing, such as a veil for identification purposes.

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 Thorpe St Andrew School and Sixth Form are:

Seating plans will be produced for each exam room, this will list the students name and candidate number. The folder containing all the candidate cards, separated into year groups and organised alphabetically will be provided to the Lead Invigilator in each room. Invigilators will use these to identify candidates in the exam room. A senior member of staff (approved by the head of centre and who has not taught the subject being examined), may also be used to identify the candidate if required.

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:

The Exam Officer provided training to invigilators on the different requirements of the candidates and briefed the staff on their arrangements. The seating plan will identify the individual candidates with access arrangements.

CHANGES 2022/2023

No changes applicable

CENTRE-SPECIFIC CHANGES

Not applicable