



Candidate Identification Procedure

Policy/Procedure creator: Yvonne Wilcox

Policy/Procedure created/reviewed: 05/05/2022

Centre Name	St Michael's Church of England High School
Centre Number	20651
Date procedure first created	24/11/2020
Current procedure reviewed by	Jane Mitchell-Barnes, Compliance & Quality Manager
Current procedure approved by	Colin Nicholls, Co-Chair of Governing Board Kerry Thornton, Co-Chair of Governing Board
Date of next review	06/12/2022

Key staff involved in the procedure

Role	Name
Exams officer	Yvonne Wilcox
Senior leader(s)	Damien Mackinney, Assistant Headteacher
Head of centre	Christina Handy-Rivett, Headteacher
Other staff (if applicable)	Wayne Hill, Assistant Headteacher

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 St Michael's Church of England High 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 St Michael's Church of England High School:

- verifies the identity of all candidates 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 St Michael's Church of England High School is checked as part of the initial registration process. (GR 5.6)

The process is:

- the identity of students is checked by the local authority. Applicants must provide proof of address and identity to apply for a place at the school.
- students who are new to the county must provide a copy of their passport

Private candidates

The identity of 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 St Michael's Church of England High School:

- a private/external or a transferred candidate who is not known to the school will be required to show photographic documentary evidence to prove that

he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.

- 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 should be politely asked to remove the religious clothing for identification purposes. Candidates will be informed in advance of this procedure well before their first examination.
- once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

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 St Michael's Church of England High School are:

- the production of exam cards, which detail the exam number, legal forename and surname and photograph of the candidate (where available)
- a register is taken prior to candidates entering the examination room to support the verification of their identity

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