



# Candidate Identification Procedure

Policy/Procedure creator: Claire Jones

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Centre Name	Holy Trinity Academy
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Current procedure reviewed by	Claire Jones
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## Key staff involved in the procedure

Role	Name
Exams officer	Claire Jones
Senior leader(s)	Amanda Welsh
Head of centre	Angus Neal
Other staff (if applicable)	Lead Invigilator Access Arrangement Facilitator/other invigilators

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 Holy Trinity Academy 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 Holy Trinity Academy:

- 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 Holy Trinity Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

In addition to the Heads of Departments who have good knowledge of all students, we have photographic ID desk cards for all candidates which are kept in the secure storage facility. The desk cards are removed whenever exam scripts are and transferred to the exam room at the same time.

These photographic table cards ensures that all invigilators are able to verify the identity of all candidates against the seating plan.

### 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 Holy Trinity Academy:

Our policy is not to accept private candidates.

Any private candidates we do accept, will be previous students and known to staff.

## 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 Holy Trinity Academy are:

In the absence of senior members of staff, invigilators will refer to the photographic ID desk cards.

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