



Candidate Identification Policy (Appendix 5)

Holy Trinity Academy

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Centre name	Holy Trinity Academy
Centre number	29330
Date procedure first created	22/11/2023
Current procedure approved by	School Governors
Current procedure reviewed by	Claire Jones
Date of review	17/10/2025
Date of next review	17/10/2025

Key staff involved in the procedure

Role	Name
Head of centre	Angus Neal
Senior leader(s)	Amanda Welsh
Exams officer	Claire Jones
Other staff (if applicable)	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 documents **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 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:

- All students are internal and are well known to teaching staff.

Private candidates

The identity of any student who has not received any tuition at Holy Trinity Academy but who may be accepted to enter examinations as a private candidate will 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. Procedure detailing how the identity of all candidates sitting examinations is confirmed

Invigilators are able to establish the identity of all candidates sitting examinations in accordance with this procedure and by following the arrangements in place for them to carry out adequate checks. (ICE 16)

The process at Holy Trinity Academy is:

- Students have photographic ID cards on their desks which are kept in the secure storage facility.
Invigilators are able to use these to verify the students of all candidates against the seating plan.
HODs are also able to verify identity.

The following arrangements are also in place:

- A private or 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 or registered for the examination or assessment, e.g. a passport or photographic driving licence (ICE 16.5)
- 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 16.6)
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.8)

3. Roles and responsibilities

The role of the exams office/officer

- Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (ICE 16.1)
- Prior to the examination, inform a private or 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 or registered for the examination or assessment, e.g. passport or photographic driving licence. (ICE 16.5)
- 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 16.6-7)
- 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 16.8)

Additional responsibilities:

N/A

Changes 2025/2026

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

Centre-specific changes

Students who wear a head covering will also be checked for in-ear headphones/loops prior to the start of an exam.

The candidate will be approached by a member of staff of the same gender and taken to a private area/screened off space where they will be politely asked to remove the religious clothing for the avoidance of potential malpractice.