



Candidate Identification Procedure

Policy/Procedure creator: Karen Pollard

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Centre Name	Hele's School
Centre Number	54435
Date procedure first created (dd/mm/yyyy)	22/09/20
Current procedure reviewed by	Mrs Karen Pollard
Current procedure approved by	Ms Emma Clapham
Date of next review (dd/mm/yyyy)	Not Applicable

Key staff involved in the procedure

Role	Name
Exams officer	Karen Pollard
Senior leader(s)	Ms Emma Clapham - SLT to Exams
Head of centre	Miss Justine Mason
Other staff (if applicable)	Miss Kristina Revill - Deputy Exams Officer

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 Hele's 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 Hele's 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 Hele's School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Local Education Authority (LEA) Plymouth City Council will notify school of Year 7 admissions and details
- Parents/Carers are contacted by the school. Admissions form (S11) is completed
- Primary School may also send through a CTF with student details
- Data collection sheet issued annually, to correct and update details held on MIS system.
- Exam entries are made using the details on the MIS system.

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 Hele's School:

- Candidates are asked to complete a 'Private Candidate Entry Form' with all personal details and details of examinations being taken
- Photographic proof of identification is asked for in the shape of driving license or passport
- Evidence is retained on file.
- Our policy is not to accept private candidates, but we will accept former students.

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 Hele's School are:

- Candidates are required to sign in at Reception
- All candidates are collected by Exams Office Staff/Invigilators who have been informed of their identity.
- All external candidates will be given a visitor's ID which is used as photographic evidence.
- ID is to be displayed on the candidate's desk.

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 particular 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 particular access arrangement(s) awarded (ICE 16.4)

Additional responsibilities:

The Seating plan will be annotated with the candidates access arrangements, so each Invigilator is aware.

There is a file in each area which shows all candidates entitled to access arrangements and what those arrangements are