

Candidate Identification Procedure

Hele's School

Candidate Identification Procedure

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| Centre name | Hele's School |
| Centre number | 54435 |
| Date procedure first created | 19/09/2023 |
| Current procedure approved by | Ms Emma Clapham |
| Current procedure reviewed by | Kristina Packer - Exams Officer |
| Date of review | 11/10/2025 |
| Date of next review | 19/10/2026 |

Key staff involved in the procedure

| Role | Name |
|-----------------------------|-------------------------------------|
| Head of centre | Ms Emma Clapham |
| Senior leader(s) | Ms Emma Clapham - SLT Lead to Exams |
| Exams officer | Kristina Packer |
| Other staff (if applicable) | Craig Maw - 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 documents **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 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 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 any student who has not received any tuition at Hele's School 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 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. 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 Hele's School is:

- External Candidates (former students only)

Candidates are required to sign in at Reception and given photographic ID which is checked by the Exams Officer against their initial application. All candidates are collected by Exams Office Staff/Invigilators and escorted to their exam room. ID is to be displayed on the candidates desk.

Internal Candidates

Candidates are given ID cards prior to the exam

ID are checked as the candidates enter the exam room, and are placed on their desks
Once the exam has started the Invigilator along with the attendance register will walk around and check the identity of each candidate.

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:

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

Smaller Rooms

Candidates who are in smaller rooms, each have their own folder. On the outside of the folder is their timetable and a list of their access arrangements

Inside the folder are their exam papers.

Changes 2025/2026

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

Centre-specific changes

Upon review, no centre-specific updates