

# **CANDIDATE IDENTIFICATION PROCEDURE**

Southchurch High School

## CANDIDATE IDENTIFICATION PROCEDURE

Centre Name	Southchurch High School
Centre Number	16613
Date policy first created	14/09/2023
Current policy approved by	Mrs Tracy Airoll
Current policy reviewed by	Karen Harrod
Date of next review	14/09/2024

### Key staff involved in the procedure

Role	Name
Head of Centre	Mrs Tracy Airoll
Senior leader(s)	Mr Jeremy Carter / Mr Chris Grover
Exams officer	Karen Harrod
Other staff (if applicable)	Mrs Julie Taylor

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 Southchurch 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 Southchurch High 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 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 Southchurch High School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Internal candidates are those students currently on roll at Southchurch High School and therefore will have already provided documented proof of their identity during the admissions process. All students have a photo card on their desk during the exam so we can identify who they are.

### **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 Southchurch High School:

- We do not accept any private candidates at Southchurch School

## **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 Southchurch High School are:

- A laminated photo card with the students photo, name and candidate number is produced for all Year 11 students. These cards are placed on the table in front of the students according to the exam seating plan produced by the exams officer.

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:

N/A

## **Changes 2023/2024**

No changes applicable

## **Centre-specific changes**

At the time of review September 2023 there were no centre specific changes.