



Hedingham School & Sixth Form

Candidate Identification Procedure

Meets JCQ Requirement 8

Approved/Reviewed by Mr J Pearson, Assistant Headteacher

Approved by the Curriculum and Personnel Committee on:	22 February 2023
It was ratified by the Full Governing Body on:	29 March 2023
Next review due by:	Spring 2024



Candidate Identification Procedure

Policy/Procedure creator: Nina Powell

Policy/Procedure created/reviewed: 03/02/2023

Centre Name	Hedingham School and Sixth Form
Centre Number	16519
Date procedure first created	6 April 2022
Current procedure reviewed by	Nina Powell
Current procedure approved by	School Governors - 18/05/2022
Date of next review	To be confirmed on review

Key staff involved in the procedure

Role	Name
Exams officer	Nina Powell
Senior leader(s)	John Pearson
Head of centre	Andrew Harvison
Other staff (if applicable)	Not Applicable

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 Hedingham School and Sixth Form 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**.

CHANGES 2022/2023

No changes applicable

CENTRE-SPECIFIC CHANGES

- Under 2. Procedures to verify candidate identity at the time of the examination/assessment, name and candidate number has been updated to name, candidate number and photograph

Purpose of the procedure

The purpose of this procedure is to confirm that Hedingham School and Sixth Form:

- 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 Hedingham School and Sixth Form is checked as part of the initial registration process. (GR 5.6)

The process is:

- Our admission process is devolved to the local authority who verify identity as part of their process

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 Hedingham School and Sixth Form:

- Our policy is not to accept private candidates

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 Hedingham School and Sixth Form are:

- Candidates line up outside the exam hall/room with Senior Leadership Team and department members present. These staff members are familiar with all the students
- Candidates are called to the entrance in batches, by surname and identity is confirmed by Senior Leadership Team member and/or department member
- Once in the hall/room they are guided to the desk displaying their name, candidate number and photograph
- A folder containing photographs from our MIS is available in the main hall if necessary

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