



# **Candidate Identification Procedure**

Hedingham School and Sixth Form

## Candidate Identification Procedure

Centre name	Hedingham School and Sixth Form
Centre number	16519
Date procedure first created	22/02/2024
Current procedure approved by	John Pearson
Current procedure reviewed by	Nina Powell
Date of review	17/02/2026
Date of next review	17/02/2027

## Key staff involved in the procedure

Role	Name
Head of centre	Paul Finch
Senior leader(s)	John Pearson
Exams officer	Nina Powell
Other staff (if 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 documents **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

## **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 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. Subject teachers and leaders confirm which candidates are to be entered. These candidates are entered using the personal details and UCI number stored in their school records on the school's MIS (Arbor).

### **Private candidates**

The identity of any student who has not received any tuition at Hedingham School and Sixth Form 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 Hedingham School and Sixth Form:

- Our policy is generally not to accept private candidates who have not previously been enrolled at the school. In the unusual situation whereby a candidate is accepted who is previously unknown to the school, their identity is verified by passport documentation.

## **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 Hedingham School and Sixth Form is:

- Exam ID cards are created that have the candidate's photograph, full legal name and candidate number on them. These are placed on desks before the candidates are seated and the invigilators use them to identify the candidates at the start of the exam while taking the register.

Candidates line up outside the exam hall/room with Senior Leadership Team and/or department members present. These staff are familiar with the students.

Candidates are called to the entrance in batches, by seat order 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 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:

Not applicable

## **Changes 2025/2026**

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

### **Centre-specific changes**

(Changed) Under Private candidates: Our policy is not to accept private candidates (To) Our policy is not to accept private candidates who have not previously been enrolled at the school

(Changed) Under Procedures to verify candidate identity at the time of the examination/assessment:

Candidates are called to the entrance in batches, by surname (To) Candidates are called to the entrance in batches, by seat order