



Inspire Education Trust

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Candidate Identification Policy 2023-2024 Blue Coat CE Secondary School

Policy Date: September 2023

Review Date: September 2024

Document History

| Version | Status | Date | Author | Summary Changes |
|---------|--------|----------------|--------------|--|
| V1 | | September 2023 | Kelly Jobson | Updated to Reflect JCQ changes 2023-2024 |
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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 Blue Coat 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 Blue Coat 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)

Process to Check Candidate Identity

Internal Candidates

- The identity of students on roll at Blue Coat School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Local authority completes all identity checks prior to the students arriving at Blue Coat.

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 Blue Coat School:

Not applicable

Procedures to Verify Candidate 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 Blue Coat School are:
- The use of desk cards, for internal candidates are used with photographs the Full student name Year group and Exam numbers on the cards.
- 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)

Roles and Responsibilities

The Role of the Exam's 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

Changes 2023/2024

No changes applicable

Centre-specific changes

No Centre specific update was added to this document

Responsibility

The Inspire Education Trust Board of Directors have a responsibility for the oversight of this and all policies within the Trust's academies and may delegate the implementation and review of this policy in accordance with our Scheme of Delegation.

Reviewed by: Kelly Jobson September 2023

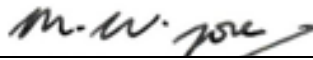
Next Review Date: September 2024

Approved by Directors: 22 November 2023

Signed:



Lois Whitehouse
CEO



Mark Gore
Chair of Standards