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Candidate Identification Policy 2024-2025 Blue Coat CE Secondary School

Policy Date: September 2024

Review Date: September 2025

Document History

Version	Status	Date	Author	Summary Changes
V1		September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2		September 2024	Kelly Jobson	Updated to reflect JCQ changes 2024-2025 Highlighted in yellow

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

Procedure detailing how the identity of all candidates sitting examinations is confirmed

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:
- Desk cards with photographs are used for internal candidates. The cards have on them the full student name, year group and candidate and centre number.
- 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 16.5)
- 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)
- 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)

Roles and Responsibilities

The Role of the Head of Centre

. The Head of centre must make sure that the appropriate arrangements are in place so that the invigilators can carry out adequate checks on the identity of all candidates (ICE 16.2)

. Senior members of centre staff, such as an Assistant Headteacher, who have been authorised by the head of centre may be present at the start of the examination to assist with the identification of candidates. (ICE 16.3)

Changes 2024/2025

(Updated) References to sections of ICE 16 where these have been changed in ICE 2024-2025.

(Changed) Heading **Procedures to verify candidate identity at the time of the examination/assessment** to **Procedure detailing how the identity of all candidates sitting examinations is confirmed** to reflect the re-wording in ICE 16.1.

Centre-specific changes

Refer to a member of SLT if any identification queries are raised when checking ID cards against the Exam room register and the student sat at desk. The member of SLT will confirm the student's identity to Kelly Jobson (Exam Officer) or the Lead invigilator in the exam room

Reviewed: Kelly Jobson September 2024
Next Review Date: September 2025
Approved by Directors: 23 September 2024

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards