

# Candidate Identification Procedure

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Centre Name	Uffculme School
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Current procedure reviewed by	Governing Body
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## Key staff involved in the procedure

Role	Name
Exams officer	Natasha Garrett
Senior leader(s)	Matthew Scarrott
Head of centre	Charlotte Stubbs
Other staff (if applicable)	Philippa Hunt (Senior Leader)

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

The process is:

- All internal candidates are known to staff and will have been pre-registered before the exam by teaching staff outside of the exam room.

### 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 Uffculme School:

- we do not accept external or 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 Uffculme School are:

- The exams officer and/ or a member of the senior leadership team will assist the invigilator at the start of the exam with the identification of which candidates should be sitting which subject and tier.
- Candidates will all have cards on their desk in the exam room printed with their name, candidate number and details of the paper they will be sitting.
- Subject staff who entered candidates for the exam may be present outside the exam room before starting the exam to assist with identification of candidates and ensure that each candidate has been entered for the correct subject unit.
- Such subject staff may not have access to the exam papers.
- Any staff presence must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

The following measures are also in place:

- Not Applicable
- 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)
- Not Applicable
- 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

Not applicable