



Candidate Identification Procedure

Policy/Procedure creator: Justine Plumb - Data & Exams Administrator

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Centre Name	Royds Hall, A Share Academy
Centre Number	37526
Date procedure first created	01/10/2021
Current procedure reviewed by	Justine Plumb
Current procedure approved by	Jenny Carr - Head of Centre
Date of next review	01/10/2023

Key staff involved in the procedure

Role	Name
Exams officer	Ann Booth
Senior leader(s)	Julie Donnelly
Head of centre	Jenny Carr
Other staff (if applicable)	Justine Plumb - Data & Exams Administrator

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 Royds Hall, A Share Academy 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 Royds Hall, A Share Academy:

- 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 Royds Hall, A Share Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- In most cases, data is collected from the students' previous schools
- When a student is registered with the school, we ask to see their birth certificate or passport, and use this to check the identity of the student

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 Royds Hall, A Share Academy:

- The school does not routinely accept private candidates
- In rare cases, we may accept a private candidate where they are known to the school, for example a former student or a member of staff within the Trust.
- In this case, we would ask to see identification, e.g. a passport, birth certificate, or driving license.

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 Royds Hall, A Share Academy are:

The exams officer will produce exam cards for each candidate, which includes:

- Centre number
- Candidate number
- Candidate name
- Any access arrangements that the candidate is entitled to
- Photograph of the student

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

CHANGES 2022/2023

No changes applicable

CENTRE-SPECIFIC CHANGES

Not Applicable