



# Candidate Identification Procedure

Policy/Procedure creator: Lisa Garland

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Centre Name	Lightcliffe Academy
Centre Number	37325
Date procedure first created	04.10.2021
Current procedure reviewed by	Lauren Conlon
Current procedure approved by	Paul Cooper
Date of next review	01.10.2024

## Key staff involved in the procedure

Role	Name
Exams officer	Gillian Camm
Senior leader(s)	Lauren Conlon
Head of centre	Jo Hackett
Other staff (if applicable)	Invigilating Staff

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 Lightcliffe 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 Lightcliffe 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 Lightcliffe Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

Identity checks are completed by the primary schools/previous school and this information is passed to our school during transition (CTF)

### 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 Lightcliffe Academy:

We do not accept 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 Lightcliffe Academy are:

Student ID cards (generated from the MIS) are placed on the exam desk and a register is taken by the invigilating staff. Prior to this students are registered in class by form tutors and senior members of staff are present at the start of the exam and at the entry points into the examination room to confirm identities (candidates seated in the right seat).

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)

- 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 2023/24

No changes applicable

## CENTRE-SPECIFIC CHANGES

Moved to a new MIS - so student ID cards are printed from there and given to students to present on their desk before each exam.