



Candidate Identification Procedure

Policy/Procedure creator: Mrs Jill Thomson

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Centre Name	St Francis' College
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Date procedure first created	04/11/2021
Current procedure reviewed by	Mrs Bronwen Goulding
Current procedure approved by	Mrs Bronwen Goulding
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Key staff involved in the procedure

Role	Name
Exams officer	Mrs Jill Thomson
Senior leader(s)	Mr James Nichols, Dr Nick Dennis, Mr Dan Carr
Head of centre	Mrs Bronwen Goulding
Other staff (if applicable)	Mrs Armande Fryatt

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 St Francis' College 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 St Francis' College:

- verifies the identity of all candidates 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 St Francis' College is checked as part of the initial registration process. (GR 5.6)

The process is:

In each exam room there will be a set of photos of all students in year 11 to 13 (and any other examination student). The EO aims to visit each exam at the start of each session. This acts as another check of verification.

Private candidates

The identity of 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 St Francis' College:

There will be a photograph of any private candidate in the exam room.

Private candidates will be asked to provide their passport and a copy will be taken for identification purposes only.

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 St Francis' College are:

In each exam room there will be a set of photos of all students in year 11 to 13 (or any other examination student). The EO aims to visit each exam at the start of each session. This acts as another check of verification.

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:

N/A