

Examination Candidate Identification Policy



Churchdown School Academy
ACHIEVING SUCCESS FOR ALL

Date ratified by LT:	30 October 2025
Date due to be reviewed:	30 October 2026
Person responsible:	Mr D Potter

Candidate Identification Policy

Centre name	Churchdown School Academy
Centre number	57357
Date procedure first created	11/11/2024
Current procedure approved by	Mr D Potter
Current procedure reviewed by	Mr D Potter
Date of review	22/10/2025
Date of next review	30/10/2026

Key staff involved in the procedure

Role	Name
Head of centre	Mr D Potter
Senior leader(s)	Mr J O'Connell Mrs N Roberts-Moore
Exams officer	Sue Dinwoodie
Other staff (if applicable)	Head of school year Assistant Heads

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 Churchdown School Academy are managed in accordance with current requirements and regulations.

References in this procedure to GR and ICE refer to the JCQ documents **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

Purpose of the procedure

The purpose of this procedure is to confirm that Churchdown School 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 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 Churchdown School Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- Prior to every exam, all students line up in tutor group order, either outside or in the school snack bar.
The Head of Year has a seating plan showing which room each student is to go to and where they sit. They call out students one name at a time, and checks the list the student is when they acknowledge their name.
Once the students name has been called out, and the student has acknowledged their presence been seen by the Head of year, they proceed to their designated exam room.
Students who are nervous or unable to stand for long periods of time, are seated either on the benches by the playground or to one side in the snack bar and acknowledge their presence in the same was as the rest of the students lined up.

Private candidates

The identity of any student who has not received any tuition at Churchdown School Academy but who may be accepted to enter examinations as a private candidate will be checked by a verification process which involves photo-ID. (GR 5.6)

At Churchdown School Academy:

- The school does not normally admit private candidates for exams. In the event of this taking place the student is asked to wait in reception. The exam officer will collect the student and ask to see a form of photo ID such as a current passport, student card or driving licence. Once the identification has been checked, the student signs into the school as a visitor and is escorted to the exam room

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

Invigilators are able to establish the identity of all candidates sitting examinations in accordance with this procedure and by following the arrangements in place for them to carry out adequate checks. (ICE 16)

The process at Churchdown School Academy is:

- The invigilators are asked to guide students to a seat which has their name on the desk.
Students identification has been established outside when the head of year calls their name out.
In the event of any query, the head of year will be called into the exam room to identify a student.

The following arrangements are also in place:

- A private or 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 or registered for the examination or assessment, e.g. a passport or photographic driving licence (ICE 16.5)
- 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 16.6)
- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded (ICE 16.8)

3. Roles and responsibilities

The role of the exams office/officer

- Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (ICE 16.1)
- Prior to the examination, inform a private or 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 or registered for the examination or 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 16.6-7)
- 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)

Additional responsibilities:

In the event the exam officer is unavailable the Lead Invigilator or a member of leadership will check any identification as required.

Changes 2025/2026

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

Centre-specific changes

The identification process will be reviewed every 12 months