

CANDIDATE IDENTIFICATION PROCEDURE

2025/26

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by
David Martin

Date of next review	Autumn 2026
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Candidate Identification Procedure

Katherine Warrington School

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Centre Name	Katherine Warrington School
Centre Number	17502
Date policy first created	17/11/2023
Current policy approved by	David Martin
Current policy reviewed by	David Martin
Date of next review	Autumn 2026

Key staff involved in the procedure

Role	Name
Head of Centre	David Martin
Senior leader(s)	Gareth Livesey-Jones
Exams officer	Michelle Phillips

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

The process is:

- All admissions to Katherine Warrington School are administered by the local authority, who complete the necessary identity checks. Candidates are not admitted to Katherine Warrington School until this process is complete. All identity details are stored on the school MIS system which is used to register students for exams.

Private candidates

The identity of any student who has not received any tuition at Katherine Warrington School 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 Katherine Warrington School:

- Private candidates will be requested to provide photographic identification, for example a passport or photographic driving licence, as well as proof of address prior to entries being made. Copies of proof of identification will be taken by the Exams Manager and stored securely.

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 by following the arrangements in place to carry out adequate checks. (ICE 16)

The arrangements at Katherine Warrington School are:

- the use of desk ID cards, internal candidate photographs, a senior member of centre staff (approved by the head of centre, who has not taught the subject being examined) being present at the start of the examination to assist with the identification of candidates

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 16.5)

- 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 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 16.5)
- 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)