



Candidate Identification Procedure

Policy/Procedure creator: Michael Raynor & John Lightburn

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Centre Name	Windermere School
Centre Number	• 42355
Date procedure first created (dd/mm/yyyy)	• 01/09/2019
Current procedure reviewed by	• John Lightburn
Current procedure approved by	• Ian Lavender
Date of next review (dd/mm/yyyy)	• 30/09/2021

Key staff involved in the procedure

Role	Name
Exams officer	Michael Raynor & John Lightburn
Senior leader(s)	Eleanor Vermeulen
Head of centre	Ian Lavender
Other staff (if applicable)	Not Applicable

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 Windermere 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 Windermere School:

- 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 Windermere School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Students from abroad submit photo ID (passport) before enrolment and these details held on file.
- Students from UK identity is checked from submission to School. All details held on file and in SIMS

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 Windermere School:

- Candidate must provide proof of address and photo ID before being entered for an exam.

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 Windermere School are:

- Where an Invigilator is used who does not know all of the Students then one of the Exam Officers or a Senior member of staff (approved by the Head of Centre and who has not taught the subject being examined) will be present at the start of an examination to assist with the identification of candidates.
- Desk cards are used with candidate name and number.

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 particular 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 particular access arrangement(s) awarded (ICE 16.4)

Additional responsibilities:

- Not applicable