



WINDERMERE
SCHOOL

FOUNDED 1863

Candidate Identification Procedure

Windermere School

Candidate Identification Procedure

Centre name	Windermere School
Centre number	42355
Date procedure first created	26/09/2023
Current procedure approved by	Frank Thompson
Current procedure reviewed by	Ellie Vermeulen
Date of review	24/09/2025
Date of next review	28/09/2026

Key staff involved in the procedure

Role	Name
Head of centre	Frank Thompson
Senior leader(s)	Lynn Moses
Exams officer	Ellie Vermeulen
Other staff (if applicable)	Invigilators

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

The process is:

- Being a small school, all candidates are internal and known to the examinations officer. Additionally each seat card has a photo of the relevant student on it, along with any special requirements (e.g. EAA and EAL requirements).

Private candidates

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

- We rarely accept private candidates excepting those who have been previously enrolled with the school. On the rare occasion that we accept a private candidate, we verify via a passport photo upon acceptance of the private candidate and then use the same photo seating card system that we use for internal candidates.

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 Windermere School is:

- The examinations officer or their deputy will be present when the candidates at the beginning of the exam to check all students identification. The cohort is small enough that all students are known.

Additionally each candidate for GCSE or BTEC has a photo card with their centre number, candidate number, dictionary requirements (if relevant) and exam access arrangements on their desk as part of the seating policy. Student identification cards for students requiring cream/blue paper are printed on cream/blue paper, and extra time is shown with a pink block.

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:

Not applicable

Changes 2025/2026

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

Centre-specific changes

Upon review in September 2025, no centre-specific updates or changes were applicable to this document other than the addition of information on the identification of private candidates.