



# **Candidate Identification Procedure**

Sibford School

## Candidate Identification Procedure

Centre Name	Sibford School
Centre Number	62211
Date policy first created	19/09/2023
Current policy approved by	Rebecca Evans
Current policy reviewed by	Sarah Swainson
Date of next review	01/09/2024

## Key staff involved in the procedure

Role	Name
Head of Centre	Rebecca Evans
Senior leader(s)	Jessica Boyle - Director of Studies
Exams officer	Sarah Swainson
Other staff (if 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 Sibford 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 Sibford 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 Sibford School is checked as part of the initial registration process. (GR 5.6)

The process is:

- to verify the student details against those given on the application form. For UK students we do not require that identification is presented. For overseas students valid photographic ID and a visa (where applicable) is required. These documents are copied and a copy is held on the student file.

### **Private candidates**

The identity of students (private 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 Sibford School:

- private candidates are required to send a copy of valid photographic identification alongside their application for examinations entry.

## **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 Sibford School are:

- the use of desk cards including candidate photographs for internal candidates. For external candidates, valid photographic identification must be shown to the Examinations Officer prior to their first examination. This is copied and held on file for inspection purposes.

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:

Not applicable

## **Changes 2023/2024**

No changes applicable

## **Centre-specific changes**

Upon review in September 2023 the Head of Centre, Senior Leader responsible for Examinations, and SENDCo have been updated.