



Candidate Identification Procedure

Policy/Procedure creator: Victoria Hulbert

Policy/Procedure created/reviewed: 20/02/2023

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| Centre Name | Manor High School |
| Centre Number | 25283 |
| Date procedure first created | February 2023 |
| Current procedure reviewed by | Victoria Hulbert - Exams Officer Simon Greiff - SLT Link (Exams) |
| Current procedure approved by | The Governing Body |
| Date of next review | September 2023 |

Key staff involved in the procedure

| Role | Name |
|-----------------------------|---|
| Exams officer | Victoria Hulbert |
| Senior leader(s) | Simon Greiff (Deputy Head) Vanessa Mehta (Deputy Head) Vanee Permal (Assistant Head) Nick Handley (Assistant Head) James Croucher (Assistant Head) Alison Dawes (School Business Manager) |
| Head of centre | Liam Powell |
| 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 Manor High 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 Manor High 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 Manor High School is checked as part of the initial registration process. (GR 5.6)

The process is:

Candidates are issued with identification cards which have a photograph, candidate number, centre number and name of the candidate. These cards are placed on the top of the exam desks.

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 Manor High School:

To be Confirmed.

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 Manor High School are:

Candidate identification cards are placed on top of their exam desks to enable the invigilators to identify the candidate.

Invigilators are given a photographic list of candidates.

Candidates identification cards are issued in Y10 and used for all examinations, including mock examinations.

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:

Invigilators are provided with desk cards specifically for candidates with access arrangements. These cards are placed on the relevant desk to make it easy for the invigilator to identify the candidates needs. The invigilator in the room also has the sims exams organiser access arrangement document in the front of the room.

CHANGES 2022/2023

No changes applicable

CENTRE-SPECIFIC CHANGES

Not Applicable