Candidate Identification Procedure

Manor High School

Candidate Identification Procedure

Centre name	Manor High School
Centre number	25283
Date procedure first created	28/10/2025
Current procedure approved by	The Governing Body
Current procedure reviewed by	Saleha Pathan - Exams Officer
Date of review	03/11/2025
Date of next review	02/11/2026

Key staff involved in the procedure

Role	Name
Head of centre	Simon Greiff
Senior leader(s)	Helen Newbery (Deputy Head) James Croucher (Assistant Head) Andrew Cross (Assistant Head) Dilip Karavadra (Assistant Head) Fiona Ager (Assistant Head/SENDCO) Shaun Tweed (School Business Manager)
Exams officer	Saleha Pathan
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 documents **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 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 in accordance with the seating plan.

Private candidates

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

- Not Applicable as our policy does not accept private 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 Manor High School is:

- Candidate identification cards are placed on top of their exam desks in accordance with the seating plan to

  enable the invigilators to identify the candidate.

  Invigilators are given a photographic list of candidates as well.

  Candidate identification cards are issued in Y10 and used for all examinations, including mock examinations to help identification throughout the two years

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:

Invigilators are provided with desk cards specifically for candidates with access arrangements. These cards are in each exam room folder to provide information easily.

Changes 2025/2026

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

Centre-specific changes

Not Applicable