



Candidate Identification Procedure

Policy/Procedure creator: Jane Moore

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Centre Name	Lutterworth High School
Centre Number	25269
Date procedure first created	27 September 2021
Current procedure reviewed by	Jane Moore - Exams Officer Natalie Tebbatt - SLT Link (Exams)
Current procedure approved by	The Governing Body
Date of next review	September 2022

Key staff involved in the procedure

Role	Name
Exams officer	Jane Moore
Senior leader(s)	Natalie Tebbatt - SLT Link (Exams), Amy Hunter, Richard Salter, Aaron Mehta, Caroline Creed
Head of centre	Julian Kirby
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 Lutterworth 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 Lutterworth High 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 Lutterworth 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.

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 Lutterworth High School:

Lutterworth High School's policy is not to accept private candidates.

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 Lutterworth High School are:

- A senior member of centre staff (approved by the head of centre, who has not taught the subject being examined) will be present outside the exam room at the start of the examination to assist with the identification of candidates
- Candidates are advised to place their identification cards on the 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:

- Not Applicable
- 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)
- Not Applicable
- 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