



**Candidate Identification  
Procedure (Exams) 2025/2026**

Lutterworth High School

## Candidate Identification Procedure (Exams)

Centre name	Lutterworth High School
Centre number	25269
Date procedure first created	14/09/2023
Current procedure approved by	The Governing Body
Current procedure reviewed by	Donna Kosack - Exams Officer / Natalie Tebbatt - Deputy Head
Date of review	08/10/2025
Date of next review	01/10/2026

## Key staff involved in the procedure

Role	Name
Head of centre	Mr Julian Kirby
Senior leader(s)	Amy Hunter, Natalie Tebbatt - (Deputy Headteachers) Aaron Mehta, Georgia Birks - (Assistant Headteachers) Caroline Creed - (Operations Manager)
Exams officer	Donna Kosack
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 Lutterworth 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 Lutterworth 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 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. These cards are placed on the top of the exam desks.

### **Private candidates**

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

- N/A

## **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 Lutterworth High School is:

- Identification cards are placed on the top of the exam desks. A senior member of centre staff (approved by the head of centre, who has not taught the subject being examined) will be present at the start of the examination to assist with the identification of candidates who may have mislaid their card.

The following arrangements are also in place:

- NA
- 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/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 16.5)
- 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)
- 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 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.

## **Centre-specific changes**

no centre-specific changes 2025 review