



## Exams- Identification Policy

<b>Author</b>	H Tombs
<b>Date</b>	September 2025
<b>Version</b>	5
<b>Approved Date</b>	December 2025
<b>Review Date</b>	September 2026

- 1 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 Alderbrook School are managed in accordance with current requirements and regulations.
- 2 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

- 3 The purpose of this procedure is to confirm that Alderbrook 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)

## Process to check candidate identity

### Internal candidates

- 4 The identity of students on roll at Alderbrook School is checked as part of the initial registration process. (GR 5.6) The process is:
  - Enrolment and checks are completed via the Local Authority/Primary Schools etc
  - Private candidates/Transferred 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)

## Procedures to verify candidate identity at the time of the examination/assessment

- 5 Invigilators are able to establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks.
- 6 The arrangements at Alderbrook School are:
- 7 Candidate cards that include students' photographs are placed on students' desks by Invigilators prior to the examination. Invigilators are instructed to check candidate cards to students at the beginning of the exam.
- 8 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
  - 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

- Invigilators will be informed of those candidates with access arrangements and made aware of the particular access arrangement(s) awarded

## Roles and Responsibilities

### The role of the exam's 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
- 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.
- 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
- Prior to the beginning of the examination, brief invigilators on those candidates with access arrangements and make them aware of the particular access arrangement(s) awarded