



Exmouth
Community
College
Academy Trust

PROCEDURE FOR IDENTIFYING CANDIDATES IN EXAMINATIONS

Policy Details	Date
Written by	Exams Office Model
Reviewed by	Cirstie Rennie
Ratified by	Curriculum Committee
Date agreed by Governors	23.01.24
Review Cycle	Annual
Review date	Spring 2025

Procedure for Identifying Candidates in Examinations

Exmouth Community College

Procedure for Identifying Candidates in Examinations

Centre Name	Exmouth Community College
Centre Number	54269
Date procedure first created	15/01/2024
Current procedure approved by	Curriculum Committee
Current procedure reviewed by	Curriculum Comittee
Date of next review	15/01/2025

Key staff involved in the procedure

Role	Name
Head of Centre	Mr Tom Inman
Senior leader(s)	All SLT
Exams officer	Mrs Cirstie Rennie
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 Exmouth Community College 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 Exmouth Community College:

- 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 Exmouth Community College is checked as part of the initial registration process. (GR 5.6)

The process is:

- All internal candidates are issued with an examination card which they are required to bring to every exam.

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 Exmouth Community College:

- Private candidates must provide photographic identification. If a private candidate does not have photographic identification the Exams Officer must be notified immediately.
If a candidate loses their card they can get a replacement from the Data and Assessment Office (located in the Grange, Gipsy Lane).
If a card is required urgently on an exam day, a temporary slip will be issued which will be accepted as proof of identity.

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 Exmouth Community College are:

- Copies of all student photographs are located in each of the main halls and can be used if a student does not have their ID. The Invigilator must be completely satisfied that the identity of the student can be confirmed.
The Head of Year/Deputy Head of Year or pastoral staff can verify the identity of a student if required.

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:

N/A

Changes 2023/2024

No changes applicable

Centre-specific changes

N/A