



Candidate Identification Policy 25/26

Last reviewed: May 2026

Next review due: May 2027

We do things differently.....

H.E.R.E

High Standards
Empathy
Resilience
Emotional Response

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1. Purpose

This policy ensures the centre fulfils its duty to verify the identity of all candidates at the time of an examination or assessment to maintain the integrity of the process.

2. Internal Candidates (On-roll Students)

- **Verification on Entry:** A member of the Senior Leadership Team (SLT) or a Head of Year will be present at the entrance of the exam room to verify the identity of all internal candidates as they enter.
- **Seating Plans:** Candidates must sit in their pre-allocated seats according to the seating plan.
- **Candidate ID Cards:** Photographic ID cards (including the candidate's legal name, photo, and candidate number) will be placed on each desk.
- **Invigilator Checks:** Once the exam has started, invigilators will walk the room to cross-reference the candidate's face with the desk card and the seating plan.
- **Full photographic list** is placed in each examination pack to use for identification purposes.

3. External, Private, or Transferred Candidates

- **Photographic ID:** Any candidate not known to the centre must present original, valid photographic documentary evidence (e.g., a current **passport** or **photographic driving license**) before each examination.
- **Digital Records:** The Exams Officer will retain a photocopy or digital scan of the ID for audit purposes.
- **Pre-Exams Check:** Private candidates must often present in person at the main reception prior to the exam series to verify their identity against the registration documentation.

4. Identifying Candidates in Religious Clothing

- **Private Verification:** If a candidate is wearing a veil or other religious clothing that obscures the face, a staff member of the **same gender** will take them to a private room.
- **Procedure:** The candidate will be asked to briefly remove the clothing for identification. Once verified, they will replace the clothing and proceed to the exam room as normal.
- **Advance Notice:** Candidates will be informed of this procedure well before their first examination.

5. Resolving Identification Issues

- **Uncertainty:** If an invigilator cannot verify a candidate's identity, they must immediately contact the Exams Officer or a member of the SLT.
- **Trusted Staff:** Identity may be confirmed by a pastoral officer or teacher who is familiar with the student.
- **Reporting:** Any suspected case of impersonation will be reported to the relevant awarding body immediately.

6. Identification in Separate Rooms

For candidates with access arrangements (e.g., those using a scribe, reader, or requiring a smaller setting), the same rigorous identification standards apply:

- **Designated Seating:** Each separate room must have its own seating plan and a set of photographic ID cards for every candidate.
- **Verification:** The Exams Officer or a designated member of the Senior Leadership Team (SLT) must visit each separate room before the start of the exam to verify the identity of the candidates against the provided photo ID.
- **Staff Consistency:** Where possible, the centre aims to use invigilators or support staff known to the candidate to facilitate swift identification, though they must not be the candidate's subject teacher without a second invigilator present.
- **ID Accessibility:** Candidate ID cards must remain on the desk in the separate room for the duration of the exam to allow "roving" invigilators to confirm identity without disturbing the candidate.
- **Full photographic list** is placed in each examination pack to use for identification purposes

7. Identification of Late Arrivals

The integrity of the exam process must be maintained for candidates arriving after the official start time:

- **Mandatory Reporting:** All late-arriving candidates must report directly to the **main reception** and must not enter an exam room unescorted.
- **ID Verification at Reception:** The Exams Officer, will verify the candidate's identity immediately upon arrival. For internal students, this is done via the school management system; for external candidates, photographic ID must be presented.
- **Escorted Entry:** Once identified, the candidate will be escorted to the exam room by a member of centre staff to ensure they have no contact with other students and no access to unauthorised materials.
- **Very Late Arrivals:**
 - A candidate is considered "very late" if they arrive more than **one hour** after the published start time for an exam of 1 hour or more.
 - They must be warned that the awarding body may not accept their script.
 - The Exams Officer must record the exact time the candidate came under supervision to complete the required **JCQ/VLA form**.