

CANDIDATE IDENTIFICATION POLICY

Approved by	David Butterworth	Date	January 2026
Next review due by			January 2027

Centre Name	Weston Secondary School
Centre Number	58659

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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 Weston Secondary 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**.

2. Purpose of the procedure

The purpose of this procedure is to confirm that Weston Secondary 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 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)

3. Process to check candidate identity

Internal candidates

The identity of students on roll at Weston Secondary School is checked as part of the initial registration process. (GR 5.6)

The process is:

Students are admitted to the school via a centralised school admissions process. Before starting parents are asked to complete a pre-admissions booklet giving all details of their child and photos are produced for the student MIS. Once a student reaches year 10 the EO will allocate each student a candidate number and this along with the student's photo, get used to produce a student exam ID card. These cards are used for all examinations to confirm the identity of each student sitting the exam.

Private candidates

At Weston Secondary School it is our policy that we do not accept Private Candidates.

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

Invigilators are able to establish the identity of all candidates sitting examinations in accordance with this procedure and by following the arrangements in place to carry out adequate checks. (ICE 16)

The process at Weston Secondary School is:

1. Students are requested to line up outside the venue where a member of SLT will complete a brief roll call
2. Each student is allocated a seat in the exam halls. Prior to the start of each exam student photo ID are placed on the allocated desks. Invigilators will then complete the exam register checking the identity of each student against the card and venue register.

The following measures are also in place:

- 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)

5. 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 (ICE 16.1)
- 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)

Signed:	
Date:	