



**Aldercar High School**  
In pursuit of excellence

# **Candidate Identification Procedure**

Aldercar High School

## Candidate Identification Procedure

Centre name	Aldercar High School
Centre number	23236
Date procedure first created	22/11/2023
Current procedure approved by	Adam Blake
Current procedure reviewed by	Emily Biggs
Date of review	11/12/2024
Date of next review	01/11/2025

## Key staff involved in the procedure

Role	Name
Head of centre	Clare Hatto
Senior leader(s)	Adam Blake Katy Hall Jo Powdrill Kate Temple Trudy Williams Sarah Murray
Exams officer	Emily Biggs
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 Aldercar 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 Aldercar 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 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 Aldercar High School is checked as part of the initial registration process. (GR 5.6)

The process is:

- All students who are transferred in from another English school will have a CTF as identification. Students from schools other than England will complete an admissions form and provide either a birth certificate or passport as evidence of identification.

### **Private candidates**

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

- A copy of photo identification is provided on application and must also be brought in on exam days.

## **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 Aldercar High School is:

- A member of SLT or HOF will help with identification of the candidates as they enter the examination room.  
The EO will also be present and visit all exam rooms to assist with identification.  
Desk cards will be placed on each desk and will have the candidate's, legal full name and exam number to aid the identification process.  
The invigilators will complete a register and if in any doubt of a student's identification will inform the EO.  
External students will provide photo identification.

The following arrangements 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. a passport or photographic driving licence (ICE 16.5)
- 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:

Not applicable

## Changes 2024/2025

(Updated) References to sections of ICE 16 where these have been changed in ICE 2024-2025.

(Changed) Heading **Procedures to verify candidate identity at the time of the examination/assessment** to **Procedure detailing how the identity of all candidates sitting examinations is confirmed** to reflect the re-wording in ICE 16.1.

(Updated) Various bullet points to reflect slight wording changes in various sections of ICE 16.

## Centre-specific changes

Upon review in September 2024, no centre-specific updates or changes were applicable to this document.