

# **Candidate Identification Procedure**

Joseph leckie Academy

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## Candidate Identification Procedure

Centre Name	Joseph leckie Academy
Centre Number	20860
Date policy first created	03/10/2023
Current policy approved by	Joe Greaves
Current policy reviewed by	Ann Losinski
Date of next review	03/10/2024

## Key staff involved in the procedure

Role	Name
Head of Centre	James Ludlow
Senior leader(s)	Rachel Cook Andy Banbury
Exams officer	Ann losinski
Other staff (if applicable)	Assistant Principals: Joe Greaves Laura Price Tom Pochin Rachel Tranter Narinder Kaur N. Ravat

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 Joseph leckie Academy 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 Joseph leckie Academy:

- verifies the identity of all students 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)

## **1. Process to check candidate identity**

### **Internal candidates**

The identity of students on roll at Joseph leckie Academy is checked as part of the initial registration process. (GR 5.6)

The process is:

- -External students are asked to bring identification with them when registering for an exam entry, they will pay the fee and given a timetable. When attending the exam, they will be met at reception, confirm identification and escorted to and from the venue.  
The head of centre will authorise senior staff to be present at the venue before the exam starts to assist with identification.  
There are candidates pictures on the table / in the venue with exam number to assist with identification. Access arrangement requirements are highlighted on seating plans.  
Candidates wearing items of religious clothing, eg veil, a staff member of the same gender will be taken into a private room, where they will be politely asked to remove religious clothing for identification purposes. Once identification has been confirmed, they may replace and proceed as normal to the exam venue. Candidates will be informed of this procedure beforehand.

### **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 Joseph leckie Academy:

- The Academy does not accept private candidates from other establishments.  
The Academy does accept ex students.  
An external student is requested to bring in identification for entry and exam process. They will be escorted to and from the venue.

## **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 Joseph leckie Academy are:

- The Academy use internal candidate photographs that are taped to the candidate seat number / details. A senior member of centre staff (approved by the head of centre, who has not taught the subject being examined) will also be present at the start of the examination to assist with the identification of candidates.

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:

Not applicable

## **Changes 2023/2024**

No changes applicable

## **Centre-specific changes**

Upon review in September 2023, no centre-specific updates or changes were applicable to this document

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