Candidate Identification Policy

Sir Thomas Rich's School

Candidate Identification Policy

Centre name	Sir Thomas Rich's School
Centre number	57143
Date procedure first created	21/11/2023
Current procedure approved by	Senior Leadership Team (SLT), Trustees' Curriculum and Evaluation Committee
Current procedure reviewed by	Jo Tyler
Date of review	12/11/2024
Date of next review	12/11/2025

Key staff involved in the procedure

Role	Name
Head of centre	Matthew Lynch
Senior leader(s)	Dave Dempsey (Deputy Headteacher, Deputy Head of Centre) Sonja Jones (Director of Finance and Operations, Line Manager for exams)
Exams officer	Jo Tyler
Other staff (if applicable)	Senior Leadership Year Team (SLT), Heads of Year, Trustees' Curriculum and Evaluation Committee.

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 Sir Thomas Rich's 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 Sir Thomas Rich's 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 Sir Thomas Rich's School is checked as part of the initial registration process. (GR 5.6)

The process is:

- GCE and GCSE subject titles, unit titles, course and unit codes are collected from HoDs in September of the exam cycle
  Student numbers taking each course are collected from the Data Lead in September of the exam cycle

Private candidates

The identity of any student who has not received any tuition at Sir Thomas Rich's 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 Sir Thomas Rich's School:

- EO verifies the identity of Year 14 candidates (leavers) doing resits using the candidates' photographic ID such as a valid driving licence or passport.

  We do not accept Private Candidates.

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 Sir Thomas Rich's School is:

- Candidates wear full school uniform into exam venues (with exception of Year 14)
  Heads of Year and/or Senior Leadership Team visually verify the identity of internal candidates (female staff to verify identity of any candidate wearing a veil or other face covering)
  Access arrangement candidates will be identified to invigilators by EO
  EO verifies the identity of Year 14 candidates using the candidates' photographic ID such as a valid driving licence or passport
  This information is crossed referenced to the information provided against their preliminary information.
  In addition identity checks above, from November 2024 Series, all candidates will have a photographic candidiate card on their desk as an extra check for invigilators when doing the register.

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:

EO ensures a process is in place to verify candidate identity.

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

Not applicable