

14R Candidate Identification Procedure (Exams) 2025-2026

This process is reviewed annually to ensure compliance with current examination regulations

This policy was approved as follows:

Approver:	L&S Committee	Date:	February 2025
Owner:	Carole Dodd	Version:	1
LAC adoption date:	Feb-25	Review frequency:	1 year
Status:	FINAL	Next review date:	February 2026

This policy applies to all School Academy staff, pupils and parents.

Document History

Version	Version Date	Author	Summary of Changes
V1	Feb 2025	Carole Dodd	Policy reformatted using new template and Trust name change updated. Name change (Highlighted in yellow)

Key staff involved in the procedure:

Role	Name
Head of Centre	Mrs Julie Rudge
Senior Leader	Mrs Carole Dodd
Examinations Officer	Mrs Beverley Sosinski
Other Staff	SLT / Invigilators

This procedure is reviewed and updated annually to ensure that procedures to verify the identity of all candidates that are entered for examination or assessments at Thomas Alleyne's High 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.

Purpose Of The Procedure

The purpose of this procedure is to confirm that Thomas Alleyne's High School:

- Verifies the identity of all candidates 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 Thomas Alleyne's High School is checked as part of the initial registration process. (GR 5.6) The process is: Teaching staff check exam entries via marksheets which are created using our MIS by teaching class/set

Private candidates

The identity of 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 Thomas Alleyne's High School, private candidates meet with the EO to confirm entry details and provide photo ID

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 Thomas Alleyne's High School are:

- Senior staff members line candidates up outside the exam venue and then lead them in when ready
- Candidates are assigned a seat in the exam venue - invigilators have a copy of the seating plan and will check off the names of each candidate on the plan - this also identifies any absent candidates
- Invigilators are provided with a full list of candidate photos with names
- 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)
- Invigilators will be informed of those candidates with access arrangements and made aware of the particular access arrangements 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)
- Prior to the beginning of the examination, brief invigilators on those candidates with access arrangements and make them aware of the particular access arrangement(s) awarded (ICE 16.4)