



Candidate Identification Procedure

Kingstone High School

Centre name	Kingstone High School
Centre number	24210
Date procedure first created	20/05/2025
Current procedure approved by	Mr Matthew Morris
Current procedure reviewed by	Mrs Charlotte Elias-Stagg
Date of review	January 2026
Date of next review	January 2027
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 Kingstone 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 Kingstone 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 Kingstone High School is checked as part of the initial registration process. (GR 5.6)

The process is:

Check a candidate's details on the LRS and DFE website.

Check a student's birth certificate and passport.

Check the details are accurate if provided from another school.

Private candidates

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

- Private candidates will be required to sign in at reception, showing photographic ID. Their name will be checked against the register and the seating plan.

The exams officer will be aware of the candidate's information prior to arrival and this will be passed onto SLT and reception. An identity card will be made for the student in the exam room and the student will be added onto the seating plan.

2. Procedure detailing how the identity of all candidates sitting examinations is confirmed

Invigilators can 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 Kingstone High School is:

- Invigilators can establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks.
- All Kingstone High School students will sit their examinations in full school uniform.
- Our external invigilators are used during all internal examinations to get to know the students before the official exam season.
- A photobook can be kept in each exam room to help identify candidates.
- Each candidate has a candidate card with their name, candidate number, photo and access arrangements.

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 exam's 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:

Teaching staff: A member of the SLT team will be present before all examinations. Candidates will line up outside of the exam room and their register will be taken and seat number given.

Reception staff: The register is then handed to the reception staff who have. Candidates are known to the reception staff.

Exams manager:

- Ensures candidate cards are placed on exam desks prior to the student's arrival. Both staff and invigilators are then able to check the name on the desk and cross reference it to the seating plan and the photograph.
- Seating plans are provided for each invigilator as well as an A3 copy in each exam room. The seating plan states the student's name, candidate number and any access arrangements in place.
- Ensures all invigilators are aware of the JCQ regulations for identifying candidates.
- Provides a copy of the seating plan for each exam Invigilators.
- Once the exam has begun, invigilators will walk up and down the room and mark any changes to the seating plan as required. This is then handed back to the exams officer.
- Follow the procedure for verifying candidate identity provided by the EO.
- Assist with seating in the exam room as instructed by the seating plan.
- To report anyone that cannot be identified, immediately.