

Candidate Identification Procedure

The Swan School

Candidate Identification Procedure

Centre name	The Swan School
Centre number	62252
Date procedure first created	12/03/2024
Current procedure approved by	John Maulkerson
Current procedure reviewed by	John Maulkerson
Date of next review	12/03/2024

Key staff involved in the procedure

Role	Name
Head of centre	Kay Wood
Senior leader(s)	Emily Harris, Ben Evans, John Maulkerson, Mike Palmer, Rosie Westwood
Exams officer	Sophie Ladha
Other staff (if applicable)	Helen Kaufmann

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 The Swan 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 The Swan 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 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 The Swan School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Parents confirm identity via completion of Student Registration Form and CTF files are imported from previous school including UPN.
Photos are stored on the central MIS for staff to confirm identity. For year 12 students we will check their passports and photos are taken and stored on the central MIS.

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 The Swan School:

- This process is not applicable as it is centre policy that private candidates are not accepted.

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 The Swan School are:

- A senior member of centre staff (approved by the head of centre, who has not taught the subject being examined) will be present at the start of the examination to assist with the identification of candidates. Invigilators will also identify the candidates when completing attendance registers by using the desk cards on their individual tables which includes their names, candidate numbers and an internal candidate photograph.

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

The Swan School is using photographic desk cards in examination to identify students.