

Identification of Candidates Policy



Undershaw

Policy Title	Identification of Candidates Policy
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Reviewed By	Exams Officer
Approved By	Headteacher
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Signed by	Headteacher October 2023

Centre Information

Centre Name	Undershaw
Centre Number	64524

Key staff involved in the procedure

Role	Name
Exams officer	Paula Williams
Senior leader(s)	Victoria Walker
Head of Centre	Emma West
Other staff (if applicable)	Not 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 Undershaw 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 Undershaw:

- 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 identityInternal candidates

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

The process is:

- The centre has an admissions policy which it follows. Admissions staff check the identification of all new students before they are on-rolled.

Private candidates

At Undershaw our policy is not to accept private candidates.

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 Undershaw are:

- All candidates will be given an identity card with their name and their candidate number.
- A seating plan will be created for every examination and the invigilator/s will ensure that students are correctly seated by checking their student name and candidate number before the examination starts.
- The lead invigilator for every examination venue will take a register of the students at the beginning of each examination.
- The exams officer will be present at the beginning of every examination to assist in the identification of students and ensure that this has been carried out.
- 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)
- 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.

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