

Procedure Number	AUSOP41
Procedure Name	Candidate Identification Procedure
Issue Date	July 2024
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Owner	Headteacher
Reviewing Body	Executive Team

Candidate Identification Procedure

Centre name	Portfield School
Centre number	55202
Date procedure first created	12/03/2024
Current procedure approved by	Board of Governors
Current procedure reviewed by	Erin Jones & Carol MacColl
Date of next review	12/03/2025

Key staff involved in the procedure

Role	Name
Head of centre	Anna Hewitt
Senior leader(s)	Kath
Exams officer	Erin Jones
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 Portfield 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.

1. Process to check candidate identity

Internal candidates

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

- All our students are referred to us from the Local Authority, and every student has an Education Care & Health Plan.

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 Portfield School:

- We do not accept private candidates.

1. 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 Portfield School are:

- A member of the Senior Leadership Team will be present at the start of the examination to assist with the identification of candidates.

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)

1. 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

Upon review in March 2024, no centre specific updates or changes were applicable to this document.