



# **Candidate Identification Procedure**

Samuel King's School

## Candidate Identification Procedure

Centre name	Samuel King's School
Centre number	42101
Date procedure first created	24/04/2025
Current procedure approved by	The Governing Body
Current procedure reviewed by	Lissie Sharp
Date of review	24/04/2026
Date of next review	24/04/2027

## Key staff involved in the procedure

Role	Name
Head of centre	Mr Rob Dawson
Senior leader(s)	Ms Claire Reed Mr Kaj Hagerup Mrs Helen Allinson
Exams officer	Lissie Sharp
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 Samuel King's 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 Samuel King's 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 Samuel King's School is checked as part of the initial registration process. (GR 5.6)

The process is:

- Details are held on file and in the school's MIS system for each student on roll. The students identities are checked by referring to details held on the school's MIS system, including photographs.

### **Private candidates**

The identity of any student who has not received any tuition at Samuel King's 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 Samuel King's School :

- the identity of any private candidate who has not previously attended Samuel King's School as a student will be checked by a verification process which involves photo ID. The name and address are checked and verified using photo ID and other documentation.

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

Invigilators are able to 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 Samuel King's School is:

- the use of internal candidate photographs, on the candidates desks and a laminated A4 print out of all candidates for invigilators / readers and scribes to refer to. 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.

The following arrangements are also in place:

- A private or 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 or registered for the examination or 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 exams 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 or 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 or registered for the examination or 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 16.6-7)
- 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:

## **Changes 2025/2026**

(Updated) Bullet points to reflect slight wording changes in ICE 16.5

## **Centre-specific changes**