Candidate Identification Procedure

Park School Teaching Service

Candidate Identification Procedure

Centre name	Park School Teaching Service
Centre number	32168
Date procedure first created	02/10/2024
Current procedure approved by	Gareth Webb
Current procedure reviewed by	Crista Wilkieson
Date of review	15/10/2026
Date of next review	15/10/2027

Key staff involved in the procedure

Role	**Name**
Head of centre	Gareth Webb
Senior leader(s)	Rachael Toole Michael Batty
Exam Manager	Crista Wilkieson
Other staff (if applicable)	N/A

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 Park School Teaching Service are managed in accordance with current requirements and regulations and reflects centre practice.

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 Park School Teaching Service:

- 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 Park School Teaching Service is checked as part of the initial registration process. (GR 5.6)

The process is:

- Park school administrators receive the pupils CTF file from their previous/ mainstream setting which contains all information needed to identify them.

  Park school only enters candidates who are on roll at the school.

Private candidates

The identity of any student who has not received any tuition at Park School Teaching Service 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 Park School Teaching Service:

- We do not allow private individuals to take exams in school.

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 Park School Teaching Service is:

- 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 original 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

- 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 original 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:

N/A

Changes effective from 1 September 2026

(Updated) Bullet points to reflect slight wording change in ICE 16.5 (original photographic documentary evidence).

Centre-specific changes