Examination Procedures - Candidate Identity Verification

Applicable to:	✓	Seaton Valley High School
		Seaton Sluice Middle School
		Whytrig Middle School
Approval body:	Executive Headteacher	

Status:

Statutory policy or document	No
Review frequency	School to determine
Approval by	School to determine

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Review:

Frequency	**Next Review Due**
Annually	Autumn 2027

Version Control:

Author	Creation Date	Version	Status
Data and Curriculum Services Manager (AD)	31 January 2019	0.1	Initial draft incorporating comments from Data and Examinations Officer (JL)
Changed by	**Revision Date**		
Business Manager (BW)	13 May 2019	1.0	Final approved version for publication, following formatting changes and minor amendments
Data and Curriculum Services Manager (AD)	18 December 2020	1.1	Updated in line with The Exams Office template (September 2020)
Business Manager (BW)	18 December 2020	2.0	Final approved version for publication
Data and Examinations Officer (JL)	22 February 2022	2.1	Updated in line with The Exams Office template (September 2021)
Business Manager (BW)	25 February 2022	3.0	Final approved version for publication
Data and Examinations Officer (JL)	2 March 2023	3.1	Reviewed against The Exams Office template (September 2022); no changes
Business Director (BW)	17 March 2023	4.0	Final approved version for publication
Business Manager - Data and Curriculum Support (GT)	9 January 2024	4.1	Reviewed against The Exams Office template (September 2023); addition of 2.3
Business Director (BW)	15 January 2024	5.0	Final approved version for publication
Business Manager - Data and Curriculum Support (GT)	1 November 2024	5.1	Updated in line with The Exams Office template (September 2024)
Business Director (BW)	25 November 2024	6.0	Final approved version for publication
Business Manager - Data and Curriculum Support (GT)	31 October 2025	6.1	Updated in line with The Exams Office template (September 2025); replaced references to ACHS with SVHS
Business Director (BW)	5 November 2025	7.0	Final approved version for publication
Business Manager - Data and Curriculum Support (GT)	5 November 2026	7.1	Updated in line with The Exams Office template (September 2026)
Business Director (BW)	13 November 2026	8.0	Final approved version for publication

1 Background

1.1 The school is committed to ensuring that the identity of all candidates can be verified at the time of the examination or assessment.

1.2 Internal candidates are those students currently on roll at Seaton Valley High School and will be verified by school staff members present at the beginning of each written exam.

1.3 Candidates have a candidate card, produced by the school, which includes a photograph. Candidate cards are placed on the desks by invigilators before every examination.

2 Roles and responsibilities

2.1 The Examinations Officer or Data and Exams Assistant ensures that:

- invigilators check candidates and their candidate cards when completing the attendance register at the beginning of the examination
- a seating plan is provided for each exam room according to JCQ and awarding body requirements
- candidates with access arrangements are identifiable by invigilators along with the details of the arrangements awarded (ICE16)

2.2 Invigilators must:

- follow the procedure provided by the Examinations Officer which details how the identity of all candidates sittings exams will be confirmed
- if unsure as to the identity of a student, call a member of the pastoral team or Senior Leadership Team to assist with the identification of the student; in cases where it is impossible to identify a student due to the wearing of religious clothing, such as a veil, the student should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes - the school must inform students in advance of this procedure, and well before their first examination (ICE16.6)
- seat candidates in exam rooms as instructed by the Examinations Officer and on the seating plan; this allows the invigilators to correctly verify who is who on each day

2.3 Authorised senior members of centre staff may:

- be present at the start of the examination to assist with the identification of candidates (ICE16.3)

3 Identifying private/external candidates

3.1 The school does not routinely admit private/external candidates to the centre. If a private/external candidate is admitted, they will be required to provide two forms of identification, one item from List A and one item from List B below, before an entry can be made:

<u>List A</u>

- UK Photocard Driving Licence (full or provisional)

- EU National ID Card
- Photographic Cards carrying the PASS accreditation logo
- UK Passport
- HM Forces ID Card
- Firearms Licence

List B

- Utility bill (issued within last three months)
- Mortgage statement (issued within last twelve months)
- Bank or building society statement (issued within last three months)
- Credit card statement (issued within last three months)
- Financial statement e.g. pension/endowment (issued within last twelve months)
- P45 or P60 statement (issued within last twelve months)
- Council tax statement (issued within last twelve months)
- Work permit or visa (valid up to expiry date)
- Benefit statement (issued within last three months)

3.2 The candidate must also bring their photographic identification from List A with them on the day of the examination.

3.3 Photocopies of the above identification documents will be taken and retained securely, along with a copy of the examination entries made, until six months after the publication of results, at which time they will be destroyed. These copies may be accessed and inspected by the Head of Centre or JCQ Inspector.